CLIC

Collective Liability Insurance Cooperative

www.gbriskcontrol.com

Users Guide

V 1.0

A Service Provided by:

GALLAGHER BASSETT

Table of Contents

Introduction

Logging In

Update My Account

Getting Acquainted with gbriskcontrol.com

RISK MANAGEMENT TOOLS
- Employment Law Alliance
- Industry Links
- CLIC Platform User's Manual

TRAINING
- Web Conferences
- Risk Control Newsbulletins
- OAI Newsbulletins
- Training Bulletins

MEMBER TOOLS
- Policies
- Forms
- Document Library

ADMINISTRATION
- System Administration
  - Users
  - Profiles
  - Buildings
  - Departments
  - Roles
  - Communication Center
  - System Setup
- Training Administration
  - Training Bulletins
  - Online Training Courses
  - Live Training
- Reports
  - User Reports
  - Training Reports

Introduction

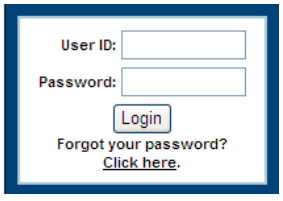
This users guide is designed to guide the individual CLIC organizations in their usage of gbriskcontrol.com. All members of CLIC that selected Gallagher Bassett Risk Control as their service provider have unlimited access to gbriskcontrol.com. The system is designed to conduct on-line training to the employees, human resources personnel, and managers with a wide range of topics. Additionally the system will allow the end user to view the risk control reports that have been generated to the member locations.

Logging In

1. Go to www.gbriskcontrol.com

Risk Control Consulting Services
"We lead with quality."
WELCOME
RISK CONTROL APPLICATIONS
TECHNICAL SERVICES
NEWS & INFORMATION
CONTACT US
MEMBER LOGIN:
User ID:
Password:
Login
Forgot your password? Click here.
Our pledge is to uphold your organization's values for employee safety, operational efficiency and fiscal responsibility.
Using Partnership to Achieve Powerful Results
Since 1962, Gallagher Bassett Services, Inc. has been helping clients reduce their exposures to risk and the steep costs that accompany them. Our risk management expertise stretches well beyond our established leadership position in Claims Management services. In 1968, Gallagher Bassett began to provide professional loss control services through the Risk Control Consulting Services (RCCS) division. Today, RCCS provides services for more than 700 clients and approximately 2,700 client locations.
Gallagher Bassett's Risk Control Consulting Services division has helped organizations of all types develop and maintain successful safety and risk control programs. Our mission is to provide you with timely delivery of quality consulting service designed to:
Reduce your exposures to liability and loss;
Lessen the frequency and severity of your losses;
Safeguard the health and safety of your personnel; and
Protect your assets and profitability.
We work with you in close partnership to accomplish this mission—listening to what you tell us about your organization and its unique needs, studying your business and exploring situations to develop an action plan that addresses your needs.
The result is a tailored program that aggressively manages workers compensation and related loss costs, improves operational efficiencies and most importantly, affords you the opportunity to focus on your first priority—your business.
Gallagher Bassett's risk control programs are designed to initiate the positive change necessary to establishing an effective, long-term safety culture. Let Gallagher Bassett's experienced professionals help you plan your risk control program and achieve the results you desire.
Click here to learn more about what Gallagher Bassett Risk Control Consulting Services can do for you.
Why Choose Risk Control Consulting Services?
Credentials
Staff/Office Locations
Core Values
Quality Policy

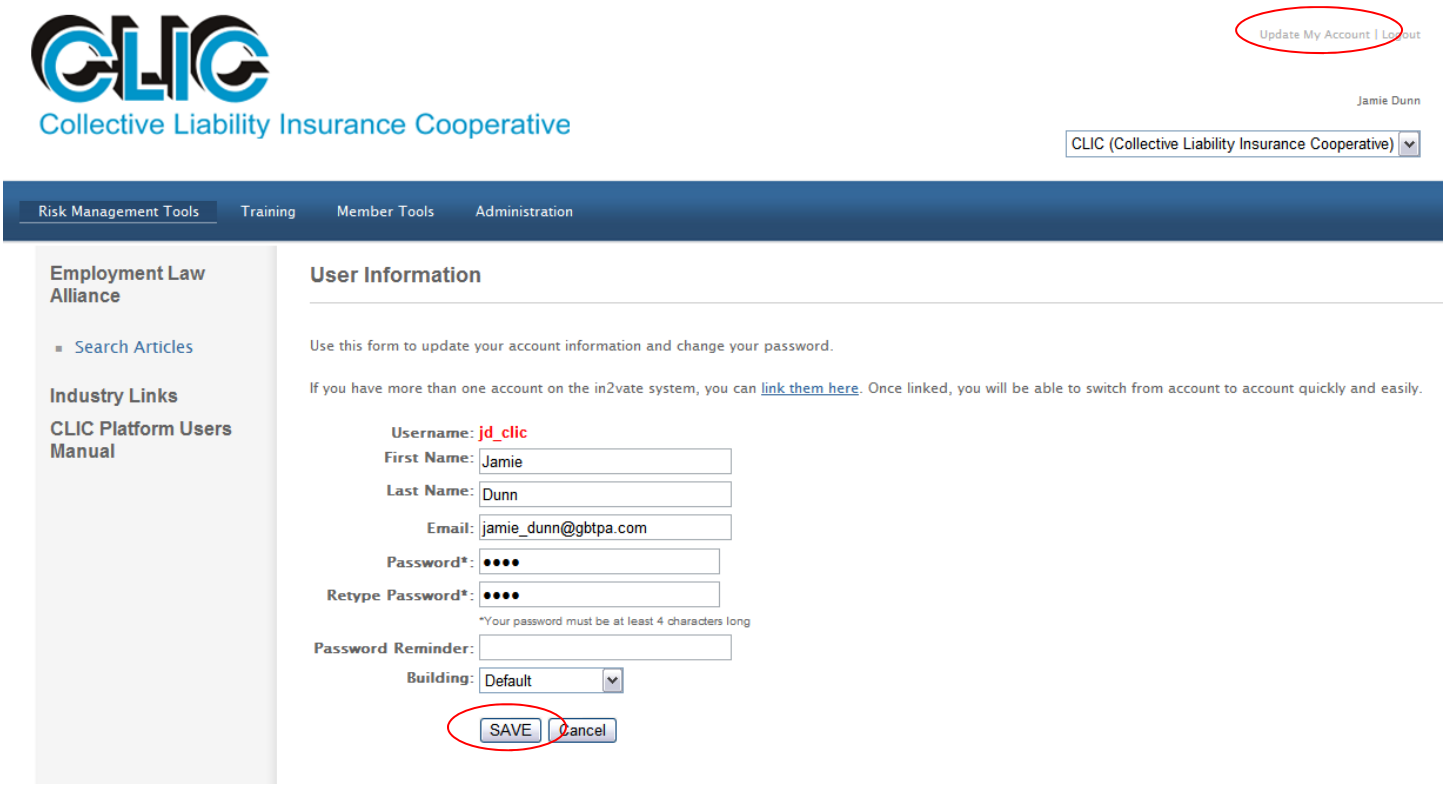
2. Enter your unique user ID and Password.



4. Select "Login"
5. If you forget your User ID and/or Password, you may access them by clicking the link next to "Forgot your password?"

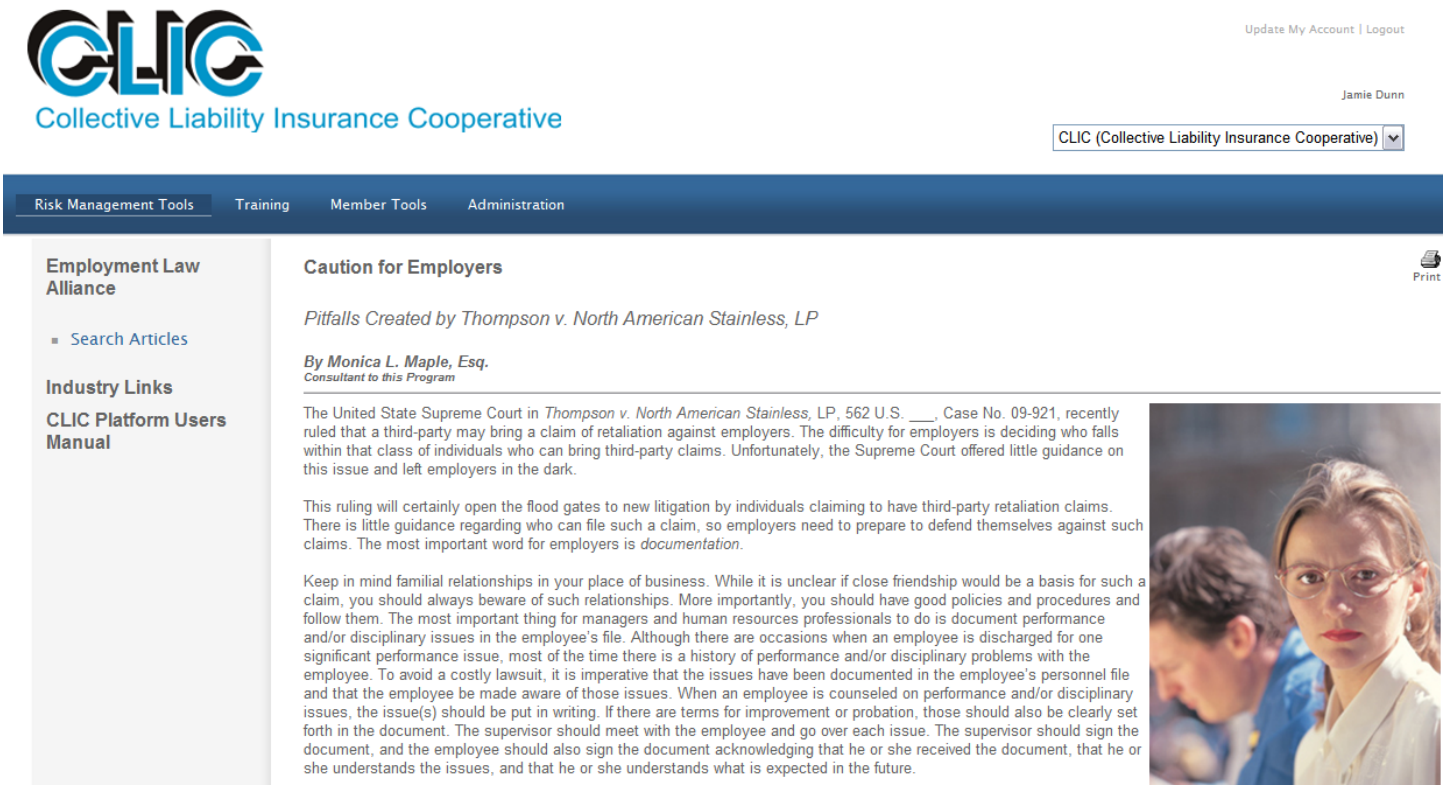
Update My Account

1. At the top of the page, click on “Update My Account.”


Collective Liability Insurance Cooperative
Update My Account | Logout
Jamie Dunn
CLIC (Collective Liability Insurance Cooperative)
Risk Management Tools
Training
Member Tools
Administration
Employment Law Alliance
Search Articles
Industry Links
CLIC Platform Users Manual
User Information
Use this form to update your account information and change your password.
If you have more than one account on the in2vate system, you can link them here. Once linked, you will be able to switch from account to account quickly and easily.
Username: jd_clic
First Name: Jamie
Last Name: Dunn
Email: jamie_dunn@gbtpa.com
Password*:
Retype Password*:
*Your password must be at least 4 characters long
Password Reminder:
Building: Default
SAVE
Cancel

2. The screen will show your account information where you are able to change your password and click ‘Save.’

Getting Acquainted with gbriskcontrol.com

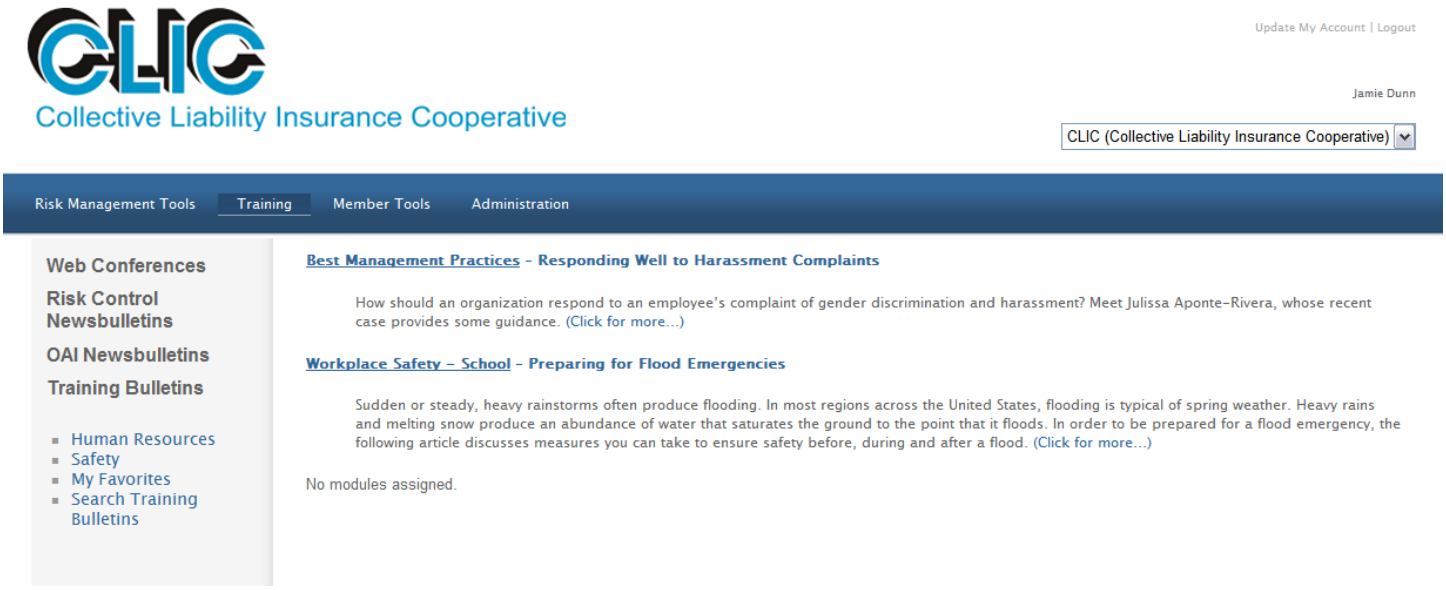

CLIC
Collective Liability Insurance Cooperative
Update My Account | Logout
Jamie Dunn
CLIC (Collective Liability Insurance Cooperative)
Risk Management Tools
Training
Member Tools
Administration
Employment Law Alliance
Search Articles
Industry Links
CLIC Platform Users Manual
Caution for Employers
Print
Pitfalls Created by Thompson v. North American Stainless, LP
By Monica L. Maple, Esq.
Consultant to this Program
The United State Supreme Court in Thompson v. North American Stainless, LP, 562 U.S. ___, Case No. 09-921, recently ruled that a third-party may bring a claim of retaliation against employers. The difficulty for employers is deciding who falls within that class of individuals who can bring third-party claims. Unfortunately, the Supreme Court offered little guidance on this issue and left employers in the dark.
This ruling will certainly open the flood gates to new litigation by individuals claiming to have third-party retaliation claims. There is little guidance regarding who can file such a claim, so employers need to prepare to defend themselves against such claims. The most important word for employers is documentation.
Keep in mind familial relationships in your place of business. While it is unclear if close friendship would be a basis for such a claim, you should always beware of such relationships. More importantly, you should have good policies and procedures and follow them. The most important thing for managers and human resources professionals to do is document performance and/or disciplinary issues in the employee's file. Although there are occasions when an employee is discharged for one significant performance issue, most of the time there is a history of performance and/or disciplinary problems with the employee. To avoid a costly lawsuit, it is imperative that the issues have been documented in the employee's personnel file and that the employee be made aware of those issues. When an employee is counseled on performance and/or disciplinary issues, the issue(s) should be put in writing. If there are terms for improvement or probation, those should also be clearly set forth in the document. The supervisor should meet with the employee and go over each issue. The supervisor should sign the document, and the employee should also sign the document acknowledging that he or she received the document, that he or she understands the issues, and that he or she understands what is expected in the future.

RISK MANAGEMENT TOOLS

Employment Law Alliance - This link is your resource for obtaining labor and employment law information.

Industry Links - This link will pull up a page displaying a number of different helpful websites and direct links to them.

CLIC Platform User's Manual - This link will allow you to bring up the printable PDF version of the User's Guide.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Update My Account | Logout
Jamie Dunn
CLIC (Collective Liability Insurance Cooperative)
Risk Management Tools
Training
Member Tools
Administration
Web Conferences
Risk Control Newsbulletins
OAI Newsbulletins
Training Bulletins
Human Resources
Safety
My Favorites
Search Training Bulletins
Best Management Practices – Responding Well to Harassment Complaints
How should an organization respond to an employee's complaint of gender discrimination and harassment? Meet Julissa Aponte-Rivera, whose recent case provides some guidance. (Click for more...)
Workplace Safety – School – Preparing for Flood Emergencies
Sudden or steady, heavy rainstorms often produce flooding. In most regions across the United States, flooding is typical of spring weather. Heavy rains and melting snow produce an abundance of water that saturates the ground to the point that it floods. In order to be prepared for a flood emergency, the following article discusses measures you can take to ensure safety before, during and after a flood. (Click for more...)
No modules assigned.

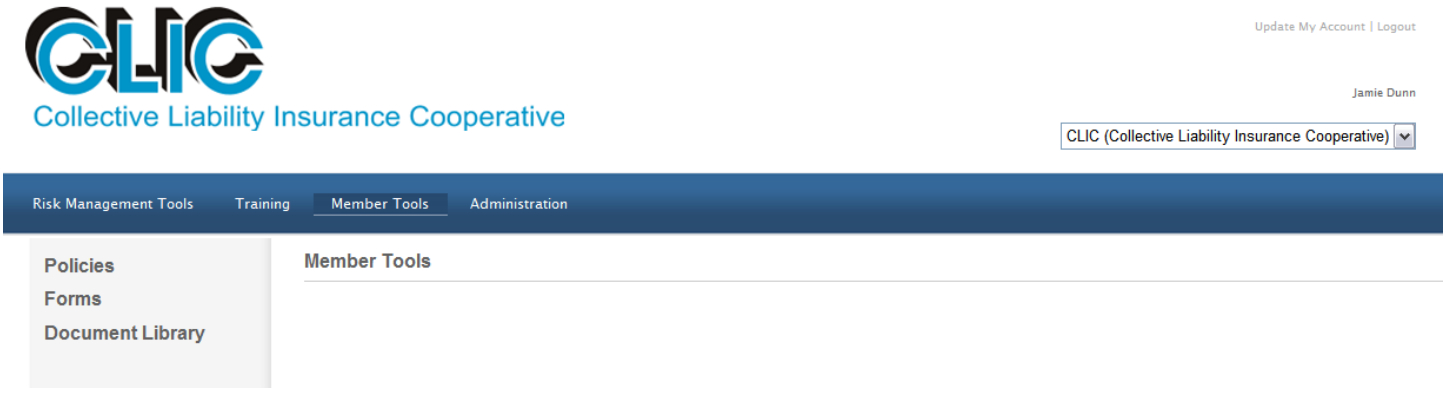
TRAINING

Web Conferences - This allows you to view all of the pre-recorded webinars that have been uploaded.

Risk Control Newsbulletins – Here you can view the previously uploaded Risk Control Newsbulletins.

OAI Newsbulletins – This is where you can view all of the previously uploaded Occupational Athletics, Inc. Newsbulletins.

Training Bulletins - The user is able to view current HR Bulletins, Safety Bulletins, and also search for additional bulletins fitting your specified topic.

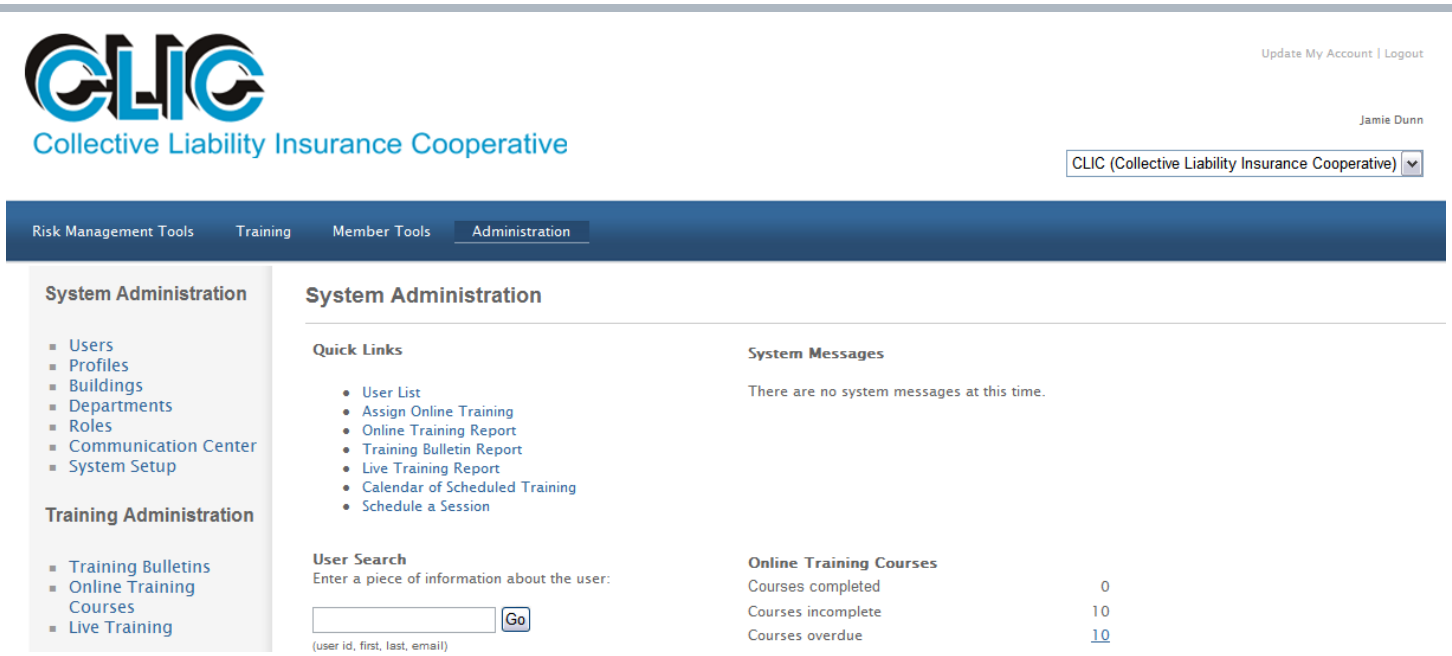


MEMBER TOOLS

Policies - This is where the member will go to view model workplace polices and upload your individual custom polices.

Forms- This is where the member will go to view model workplace polices and upload your individual custom polices.

Document Library - Here the user can upload and view documents specific to their organization.



ADMINISTRATION

System Administration

Users - This displays all users. You are able to add and inactivate users as well as change the information of the users.

Profiles - This allows the user to review all the different profile types you have set up and also are able to change what access a certain profile has.

Buildings - Here the user may view all the different locations that have been entered.

Departments - Users are able to view and also edit all of the different departments.

Roles - The user is able to view and edit the different roles.

Communication Center - Users are able to send blast messages to others within the system. The system, however, does not receive e-mail responses.

System Setup - Various tools used in the set-up and customization of the system for your organization.

Training Administration

Training Bulletins - The Administrator is able to track which users have viewed assigned training bulletins.

Online Training Courses - The administrator is able to assign and unassign training modules, run reports for online training modules and run reports for TRAC® training modules.

Live Training - An administrator is able to manage training types, schedule training sessions, manage registrations, record training, approve training and run training reports.

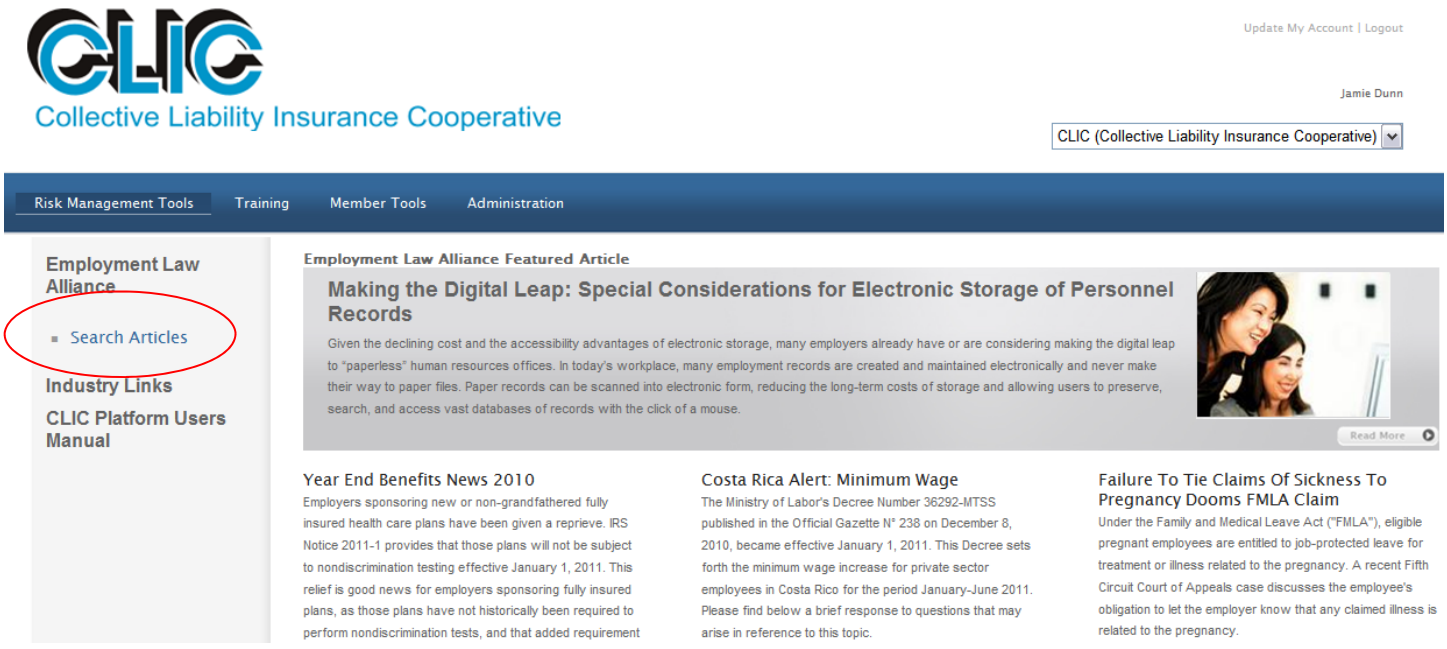
Reports

User Reports - This link is designed to run reports for the users within the organization.

Training Reports - This link is used like the user reports.

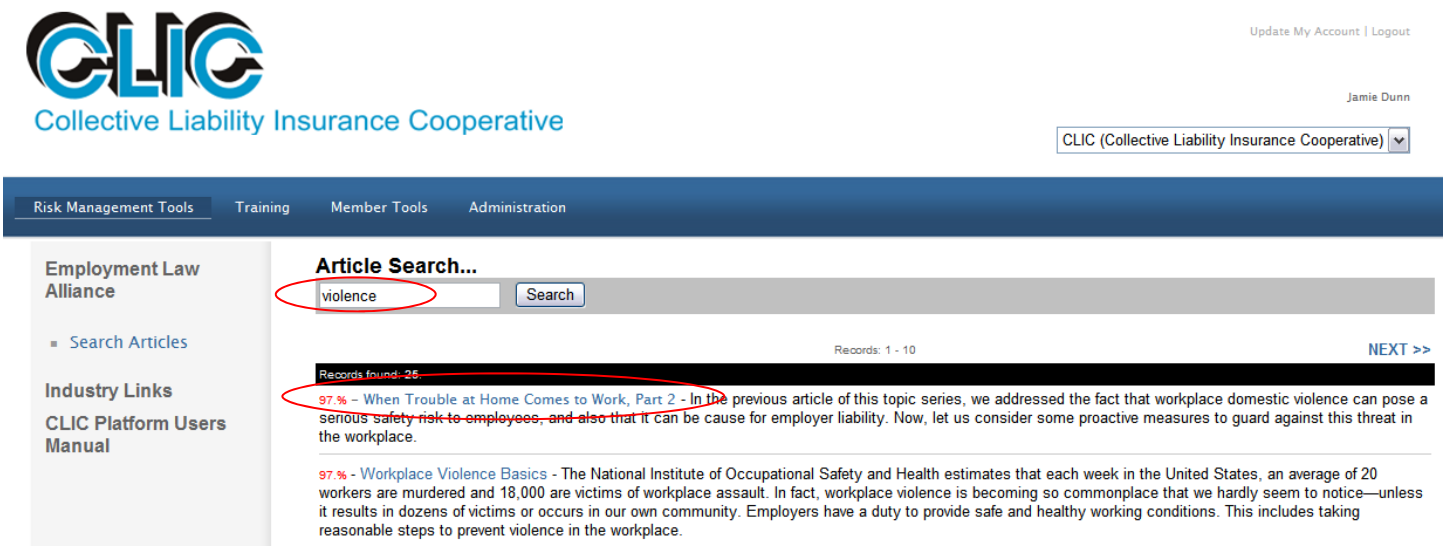
Employment Law Alliance

1. Click on the 'Risk Management Tools' tab at the top of the page.
2. Then in the grey vertical side bar, click "Employment Law Alliance."
3. Choose the search articles link that appears below.


Collective Liability Insurance Cooperative
Update My Account | Logout
Jamie Dunn
CLIC (Collective Liability Insurance Cooperative)
Risk Management Tools
Training
Member Tools
Administration
Employment Law Alliance
Search Articles
Industry Links
CLIC Platform Users Manual
Employment Law Alliance Featured Article
Making the Digital Leap: Special Considerations for Electronic Storage of Personnel Records
Given the declining cost and the accessibility advantages of electronic storage, many employers already have or are considering making the digital leap to "paperless" human resources offices. In today's workplace, many employment records are created and maintained electronically and never make their way to paper files. Paper records can be scanned into electronic form, reducing the long-term costs of storage and allowing users to preserve, search, and access vast databases of records with the click of a mouse.
Read More
Year End Benefits News 2010
Employers sponsoring new or non-grandfathered fully insured health care plans have been given a reprieve. IRS Notice 2011-1 provides that those plans will not be subject to nondiscrimination testing effective January 1, 2011. This relief is good news for employers sponsoring fully insured plans, as those plans have not historically been required to perform nondiscrimination tests, and that added requirement
Costa Rica Alert: Minimum Wage
The Ministry of Labor's Decree Number 36292-MTSS published in the Official Gazette N° 238 on December 8, 2010, became effective January 1, 2011. This Decree sets forth the minimum wage increase for private sector employees in Costa Rico for the period January-June 2011. Please find below a brief response to questions that may arise in reference to this topic.
Failure To Tie Claims Of Sickness To Pregnancy Dooms FMLA Claim
Under the Family and Medical Leave Act ("FMLA"), eligible pregnant employees are entitled to job-protected leave for treatment or illness related to the pregnancy. A recent Fifth Circuit Court of Appeals case discusses the employee's obligation to let the employer know that any claimed illness is related to the pregnancy.

4. Enter in a keyword that best fits the scope of the information you are looking to find. Click the search now icon below the field box.

5. Choose which article fits your needs best and then click the highlighted title to view the article in its entirety. You can also do a keyword search if you do not see what you need right away.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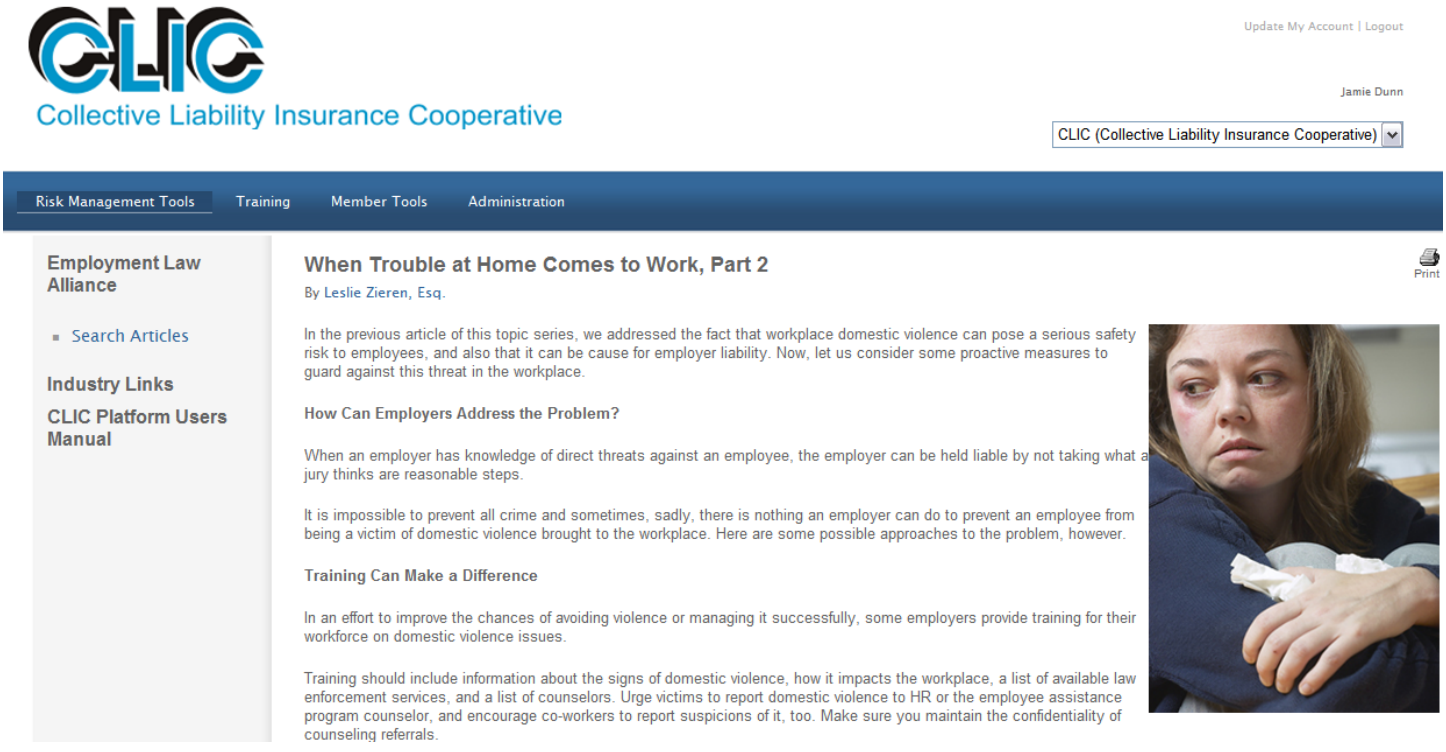
CLIC (Collective Liability Insurance Cooperative)
Risk Management Tools
Training
Member Tools
Administration
Employment Law Alliance
Search Articles
Industry Links
CLIC Platform Users Manual
Article Search...
violence
Search
Records: 1 - 10
NEXT >>
Records found: 25.
97.% – When Trouble at Home Comes to Work, Part 2 - In the previous article of this topic series, we addressed the fact that workplace domestic violence can pose a serious safety risk to employees, and also that it can be cause for employer liability. Now, let us consider some proactive measures to guard against this threat in the workplace.
97.% - Workplace Violence Basics - The National Institute of Occupational Safety and Health estimates that each week in the United States, an average of 20 workers are murdered and 18,000 are victims of workplace assault. In fact, workplace violence is becoming so commonplace that we hardly seem to notice—unless it results in dozens of victims or occurs in our own community. Employers have a duty to provide safe and healthy working conditions. This includes taking reasonable steps to prevent violence in the workplace.

6. Using the print icon located in the upper right hand corner, you can print a clean copy of the article for distributing to employees.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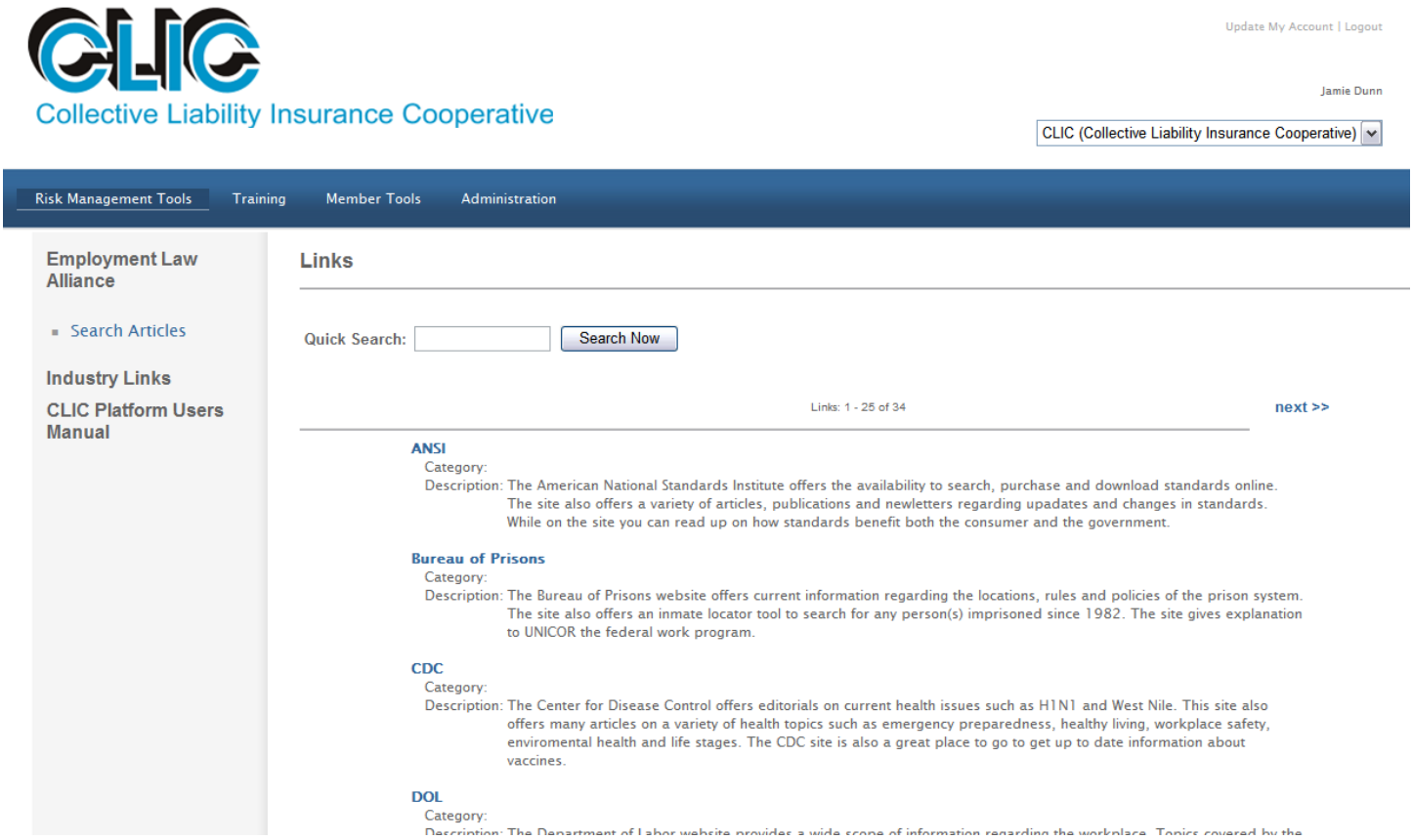
Update My Account | Logout
Jamie Dunn
CLIC (Collective Liability Insurance Cooperative)
Risk Management Tools
Training
Member Tools
Administration
Employment Law Alliance
Search Articles
Industry Links
CLIC Platform Users Manual
When Trouble at Home Comes to Work, Part 2
Print
By Leslie Zieren, Esq.
In the previous article of this topic series, we addressed the fact that workplace domestic violence can pose a serious safety risk to employees, and also that it can be cause for employer liability. Now, let us consider some proactive measures to guard against this threat in the workplace.
How Can Employers Address the Problem?
When an employer has knowledge of direct threats against an employee, the employer can be held liable by not taking what a jury thinks are reasonable steps.
It is impossible to prevent all crime and sometimes, sadly, there is nothing an employer can do to prevent an employee from being a victim of domestic violence brought to the workplace. Here are some possible approaches to the problem, however.
Training Can Make a Difference
In an effort to improve the chances of avoiding violence or managing it successfully, some employers provide training for their workforce on domestic violence issues.
Training should include information about the signs of domestic violence, how it impacts the workplace, a list of available law enforcement services, and a list of counselors. Urge victims to report domestic violence to HR or the employee assistance program counselor, and encourage co-workers to report suspicions of it, too. Make sure you maintain the confidentiality of counseling referrals.

Industry Links

1. Click on the 'Risk Management Tools' tab at the top of the page.
2. Then in the grey vertical side bar, click "Industry Links."


Collective Liability Insurance Cooperative
Update My Account | Logout
Jamie Dunn
CLIC (Collective Liability Insurance Cooperative)
Risk Management Tools
Training
Member Tools
Administration
Employment Law Alliance
Search Articles
Industry Links
CLIC Platform Users Manual
Links
Quick Search:
Search Now
Links: 1 - 25 of 34
next >>
ANSI
Category:
Description: The American National Standards Institute offers the availability to search, purchase and download standards online. The site also offers a variety of articles, publications and newletters regarding upadates and changes in standards. While on the site you can read up on how standards benefit both the consumer and the government.
Bureau of Prisons
Category:
Description: The Bureau of Prisons website offers current information regarding the locations, rules and policies of the prison system. The site also offers an inmate locator tool to search for any person(s) imprisoned since 1982. The site gives explanation to UNICOR the federal work program.
CDC
Category:
Description: The Center for Disease Control offers editorials on current health issues such as H1N1 and West Nile. This site also offers many articles on a variety of health topics such as emergency preparedness, healthy living, workplace safety, enviromental health and life stages. The CDC site is also a great place to go to get up to date information about vaccines.
DOL
Category:

3. This page provides direct links to the most popular industry links; new links are being added daily. If you have a favorite link that is not displayed, please send it to our attention and we will get it posted.

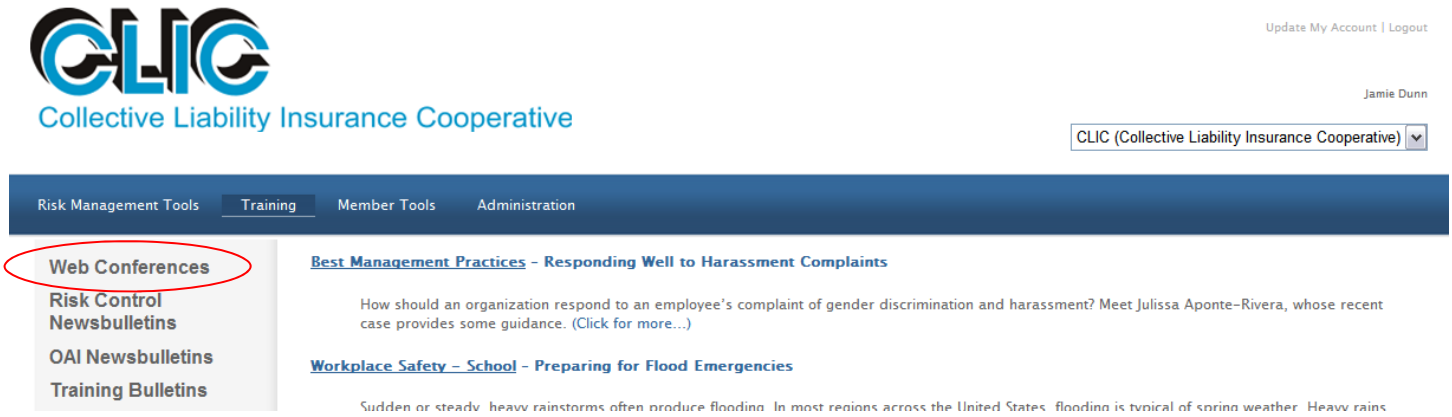
CLIC Platform User's Manual

1. Click on the 'Risk Management Tools' tab at the top of the page.
2. Then in the grey vertical side bar, click "CLIC Platform User's Manual."

3. An Adobe PDF document will pop up on your screen. You will be able to print a clean copy of the user's manual.

Web Conferences

1. Click on the 'Training' tab at the top of the page.
2. Then in the grey vertical side bar, click "Web Conferences."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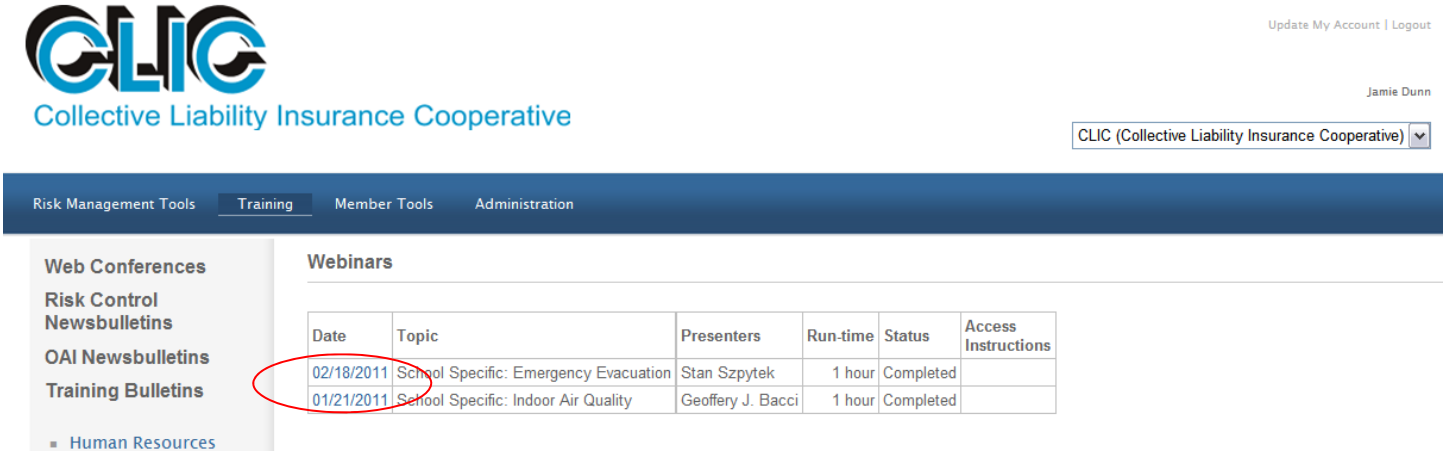
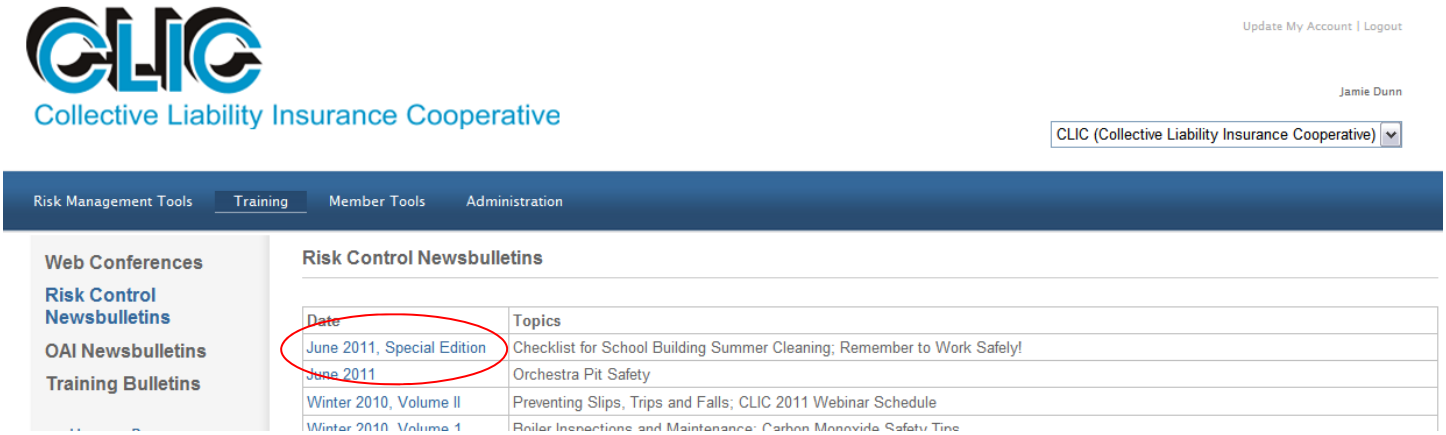
Jamie Dunn
CLIC (Collective Liability Insurance Cooperative)
Risk Management Tools
Training
Member Tools
Administration
Web Conferences
Risk Control Newsbulletins
OAI Newsbulletins
Training Bulletins
Best Management Practices – Responding Well to Harassment Complaints
How should an organization respond to an employee's complaint of gender discrimination and harassment? Meet Julissa Aponte-Rivera, whose recent case provides some guidance. (Click for more...)
Workplace Safety – School – Preparing for Flood Emergencies

3. The screen will show any previous webinars that have been recorded and posted for viewing. Click on the date and the webinar recording will open up in a new window.



Risk Control Newsbulletins

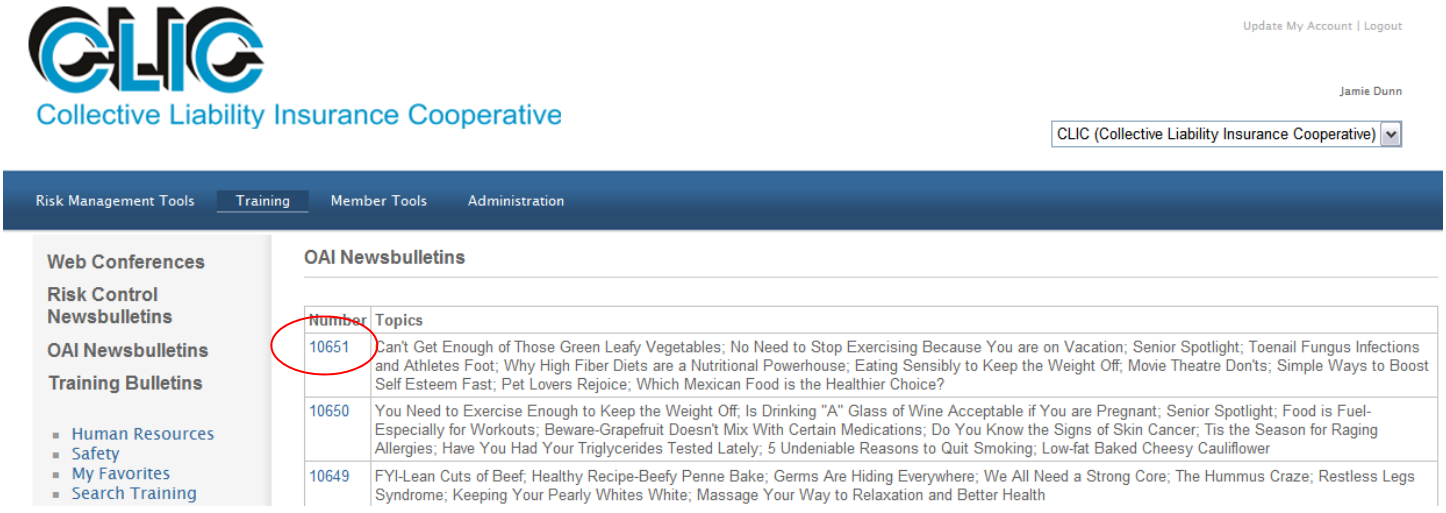
1. Click on the 'Training' tab at the top of the page.
2. Then in the grey vertical side bar, click "Risk Control Newsbulletins."



3. The screen will show a list of uploaded newsbulletins for viewing. Simply click on the date and the bulletin will open in a new window.

OAI Newsbulletins

1. Click on the 'Training' tab at the top of the page.
2. Then in the grey vertical side bar, click "OAI Newsbulletins."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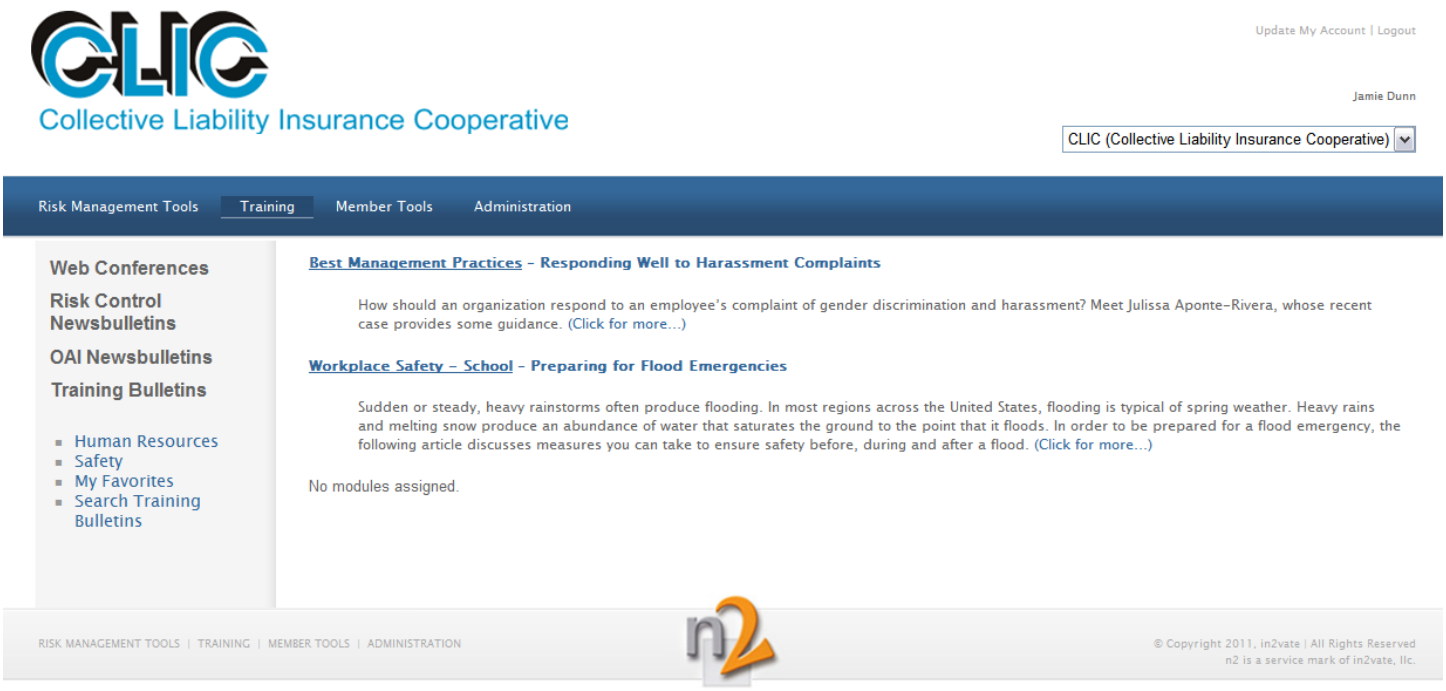
Risk Management Tools
Training
Member Tools
Administration
Web Conferences
Risk Control Newsbulletins
OAI Newsbulletins
Training Bulletins
Human Resources
Safety
My Favorites
Search Training
OAI Newsbulletins
Number
Topics
10651
Can't Get Enough of Those Green Leafy Vegetables; No Need to Stop Exercising Because You are on Vacation; Senior Spotlight; Toenail Fungus Infections and Athletes Foot; Why High Fiber Diets are a Nutritional Powerhouse; Eating Sensibly to Keep the Weight Off; Movie Theatre Don'ts; Simple Ways to Boost Self Esteem Fast; Pet Lovers Rejoice; Which Mexican Food is the Healthier Choice?
10650
You Need to Exercise Enough to Keep the Weight Off; Is Drinking "A" Glass of Wine Acceptable if You are Pregnant; Senior Spotlight; Food is Fuel-Especially for Workouts; Beware-Grapefruit Doesn't Mix With Certain Medications; Do You Know the Signs of Skin Cancer; Tis the Season for Raging Allergies; Have You Had Your Triglycerides Tested Lately; 5 Undeniable Reasons to Quit Smoking; Low-fat Baked Cheesy Cauliflower
10649
FYI-Lean Cuts of Beef; Healthy Recipe-Beefy Penne Bake; Germs Are Hiding Everywhere; We All Need a Strong Core; The Hummus Craze; Restless Legs Syndrome; Keeping Your Pearly Whites White; Massage Your Way to Relaxation and Better Health

3. The screen will show a list of uploaded Occupational Athletics, Inc. newsbulletins for viewing. Simply click on the bulletin number and the bulletin will open in a new window.

Training Bulletins

1. Click on the 'Training' tab at the top of the page.
2. Then in the grey vertical side bar, click "Training Bulletins."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Jamie Dunn
CLIC (Collective Liability Insurance Cooperative)
Risk Management Tools
Training
Member Tools
Administration
Web Conferences
Risk Control Newsbulletins
OAI Newsbulletins
Training Bulletins
Human Resources
Safety
My Favorites
Search Training Bulletins
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No modules assigned.
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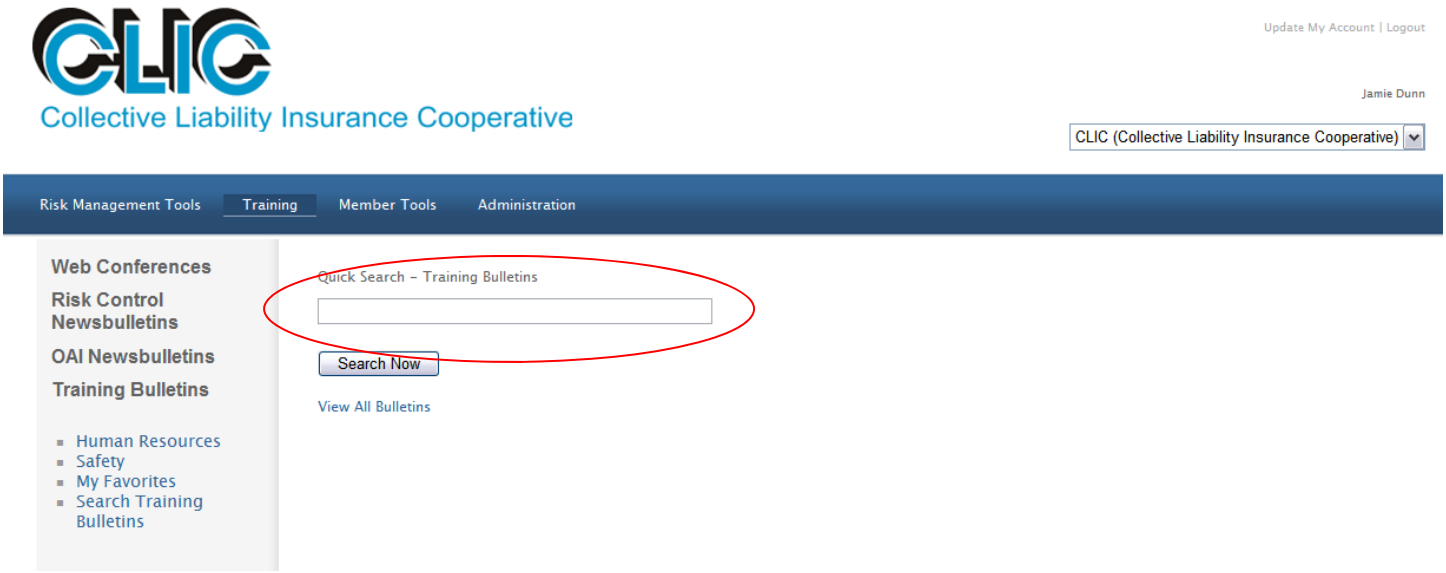
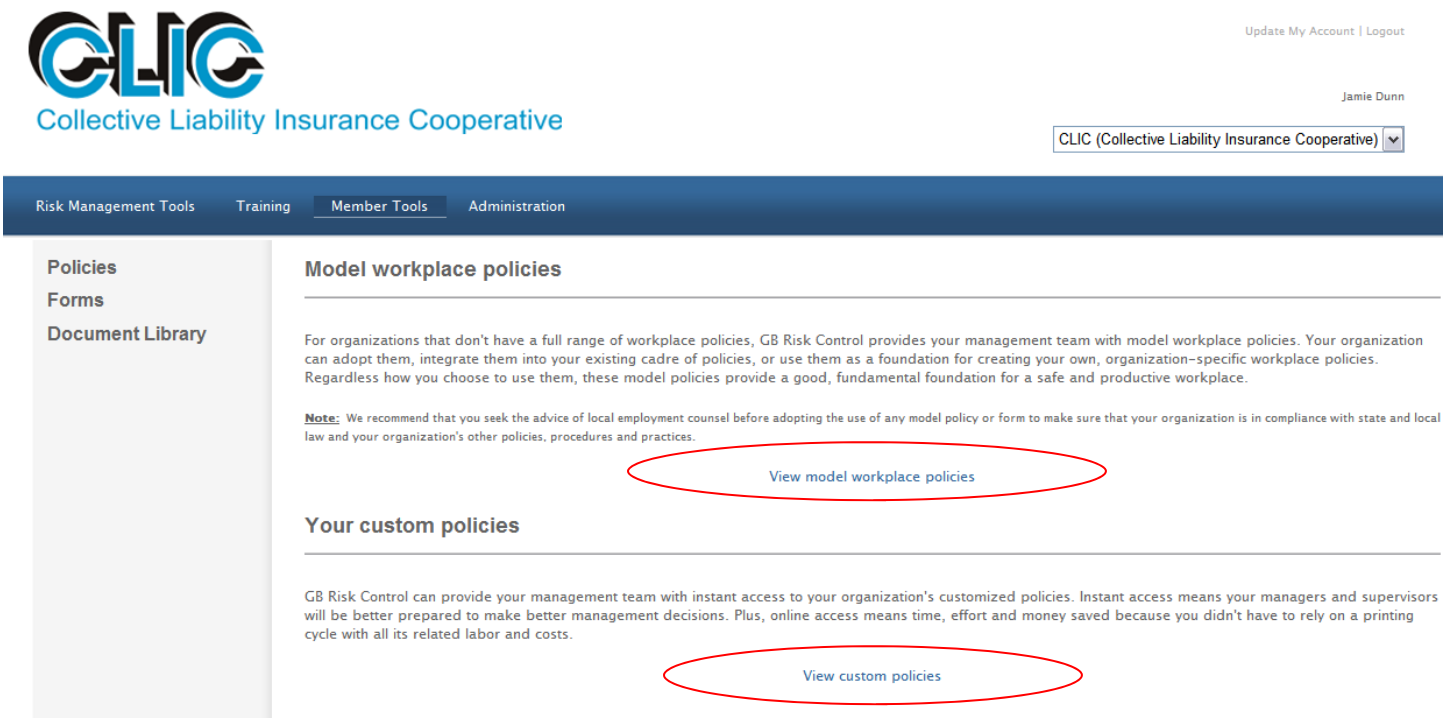
3. Here is where you can read the posted training bulletins. You can also search previous training bulletins by clicking on "Search Training Bulletins" in the grey vertical side bar, and typing in a search term in the box.

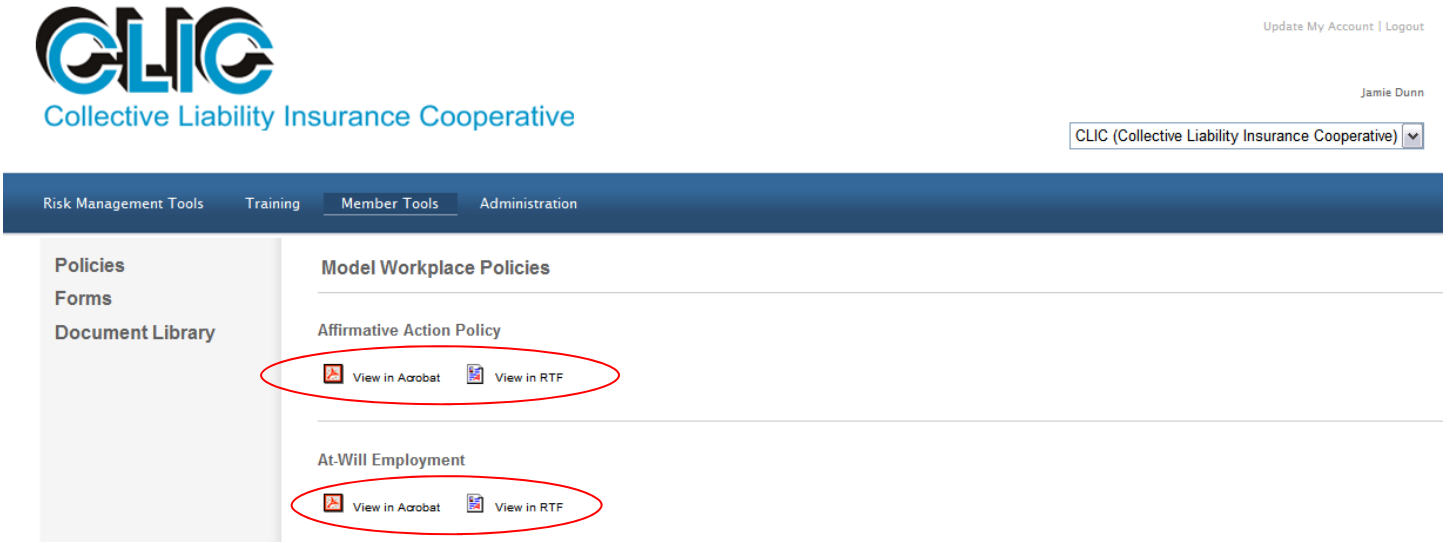


Policies

1. Click on the 'Training' tab at the top of the page.
2. Then in the grey vertical side bar, click "Policies."


Collective Liability Insurance Cooperative
Update My Account | Logout
Jamie Dunn
CLIC (Collective Liability Insurance Cooperative)
Risk Management Tools
Training
Member Tools
Administration
Policies
Forms
Document Library
Model workplace policies
For organizations that don't have a full range of workplace policies, GB Risk Control provides your management team with model workplace policies. Your organization can adopt them, integrate them into your existing cadre of policies, or use them as a foundation for creating your own, organization-specific workplace policies. Regardless how you choose to use them, these model policies provide a good, fundamental foundation for a safe and productive workplace.
Note: We recommend that you seek the advice of local employment counsel before adopting the use of any model policy or form to make sure that your organization is in compliance with state and local law and your organization's other policies, procedures and practices.
View model workplace policies
Your custom policies
GB Risk Control can provide your management team with instant access to your organization's customized policies. Instant access means your managers and supervisors will be better prepared to make better management decisions. Plus, online access means time, effort and money saved because you didn't have to rely on a printing cycle with all its related labor and costs.
View custom policies

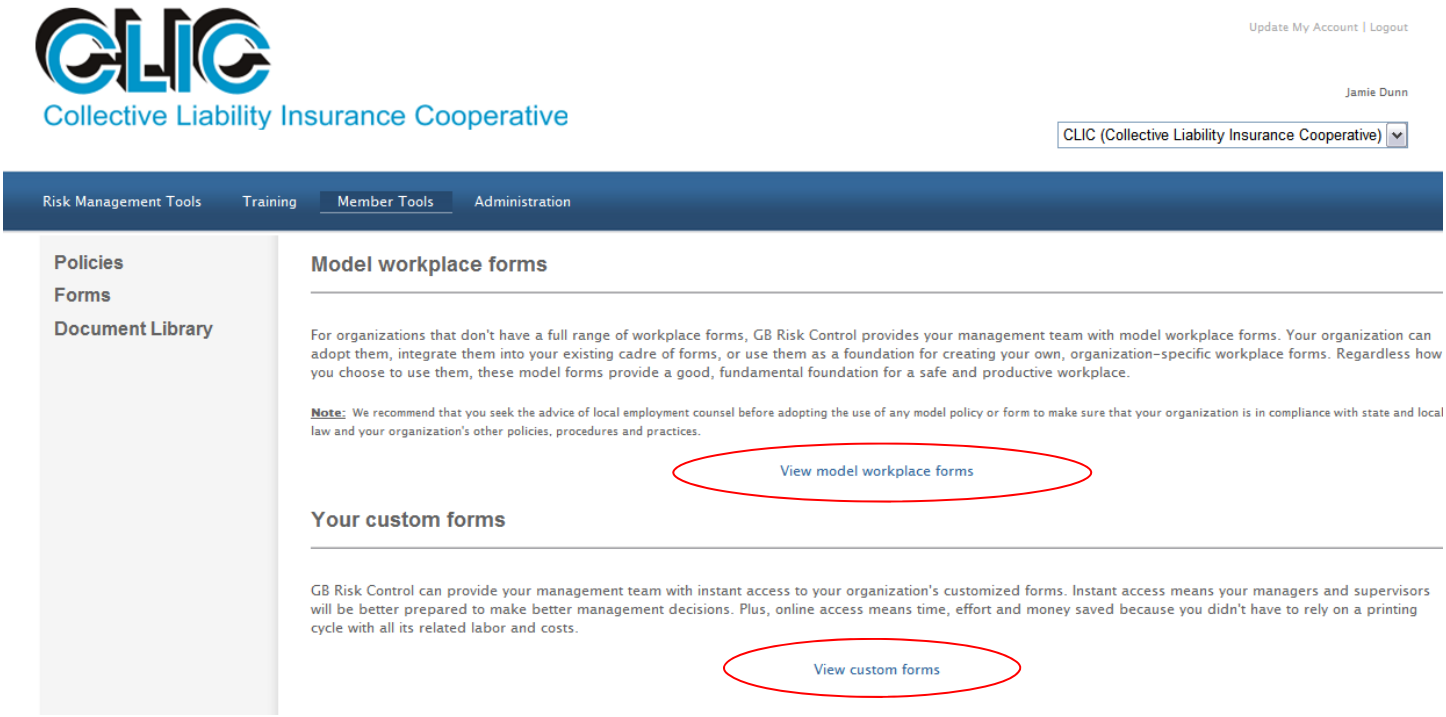
3. First, choose whether you would like to view a "Model Workplace Policy" or a "Custom Policy."



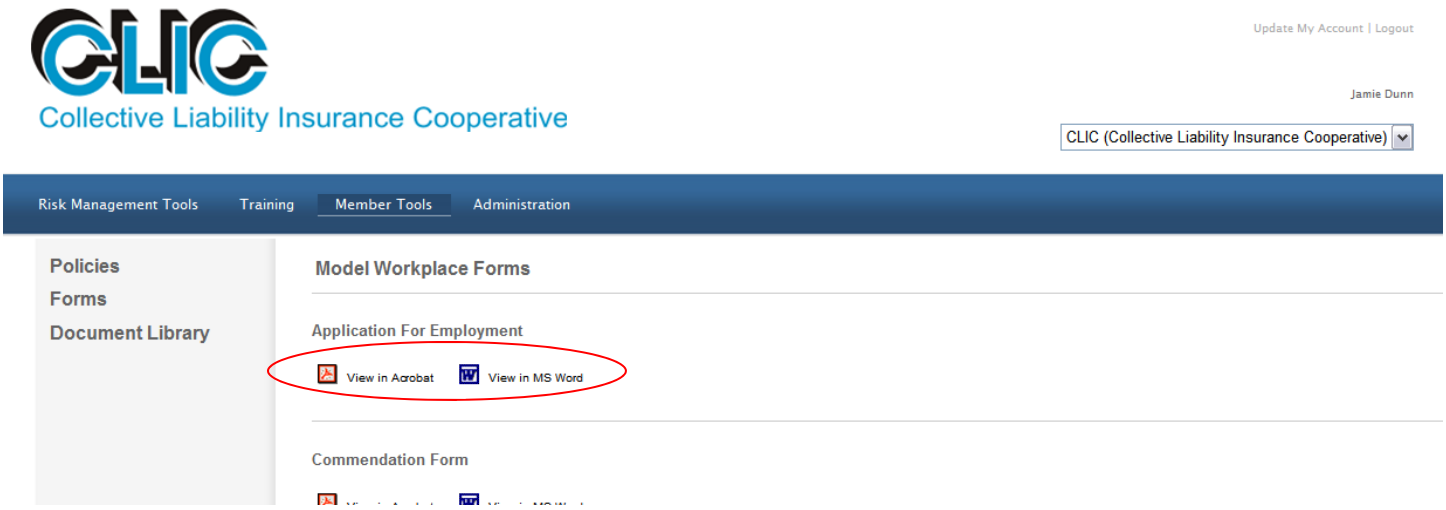
4. After you click the type of policy you would like, a list of all the available policies are shown. Scroll through and pick the one that fits your needs. You can view it in Acrobat or RTF Format. Click on either to view and print the document.

Forms

1. Click on the 'Member Tools' tab at the top of the page.
2. Then in the grey vertical side bar, click "Forms."


Collective Liability Insurance Cooperative
Update My Account | Logout
Jamie Dunn
CLIC (Collective Liability Insurance Cooperative)
Risk Management Tools
Training
Member Tools
Administration
Policies
Forms
Document Library
Model workplace forms
For organizations that don't have a full range of workplace forms, GB Risk Control provides your management team with model workplace forms. Your organization can adopt them, integrate them into your existing cadre of forms, or use them as a foundation for creating your own, organization-specific workplace forms. Regardless how you choose to use them, these model forms provide a good, fundamental foundation for a safe and productive workplace.
Note: We recommend that you seek the advice of local employment counsel before adopting the use of any model policy or form to make sure that your organization is in compliance with state and local law and your organization's other policies, procedures and practices.
View model workplace forms
Your custom forms
GB Risk Control can provide your management team with instant access to your organization's customized forms. Instant access means your managers and supervisors will be better prepared to make better management decisions. Plus, online access means time, effort and money saved because you didn't have to rely on a printing cycle with all its related labor and costs.
View custom forms

3. First, choose whether you would like to view a "Model Workplace Form" or a "Custom Form."



4. After you choose and click the type of form you would like, a list of all the available forms are shown. Scroll through and pick the one that fits your needs. You can view it in Acrobat or RTF Format. Click on either to view and print the document.

Document Library

1. Click on the 'Member Tools' tab at the top of the page.
2. Then in the grey vertical side bar, click "Document Library."

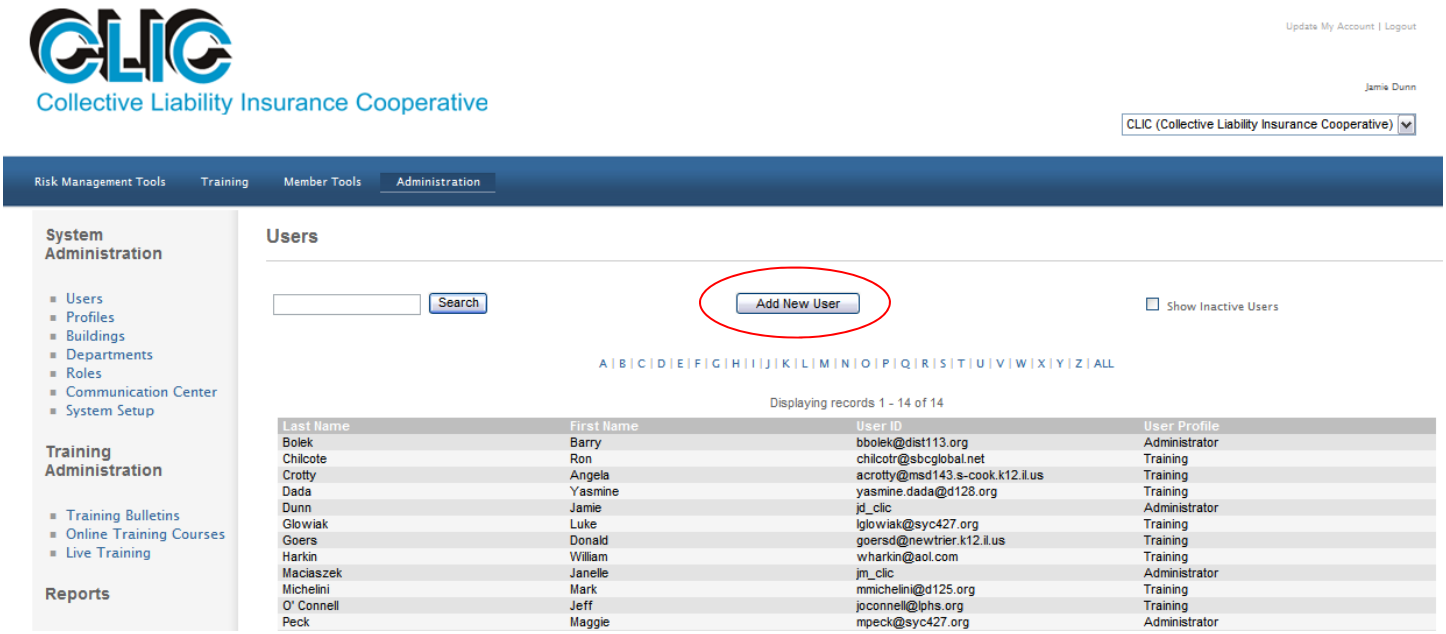
3. Here is where you can search and upload documents specific to your organization.

Users

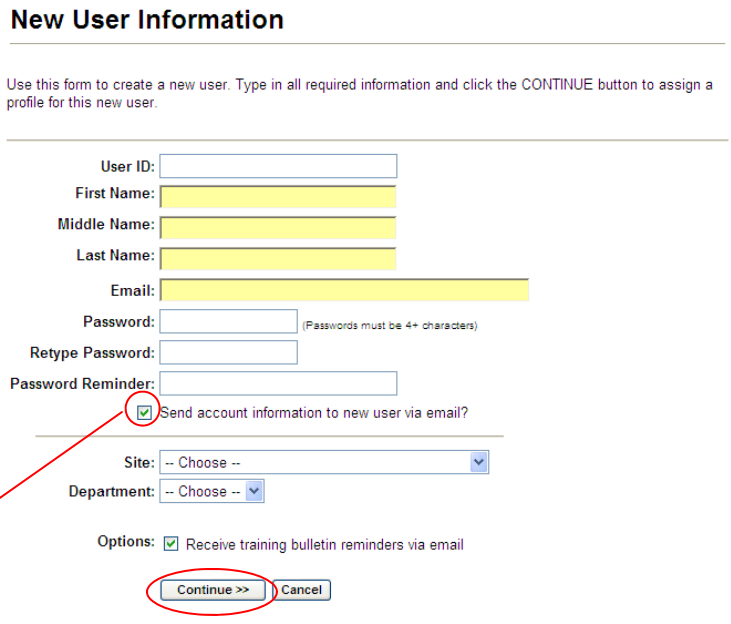
1. Click on the 'Administration' tab at the top of the page.

2. Then in the grey vertical side bar, click "Users."

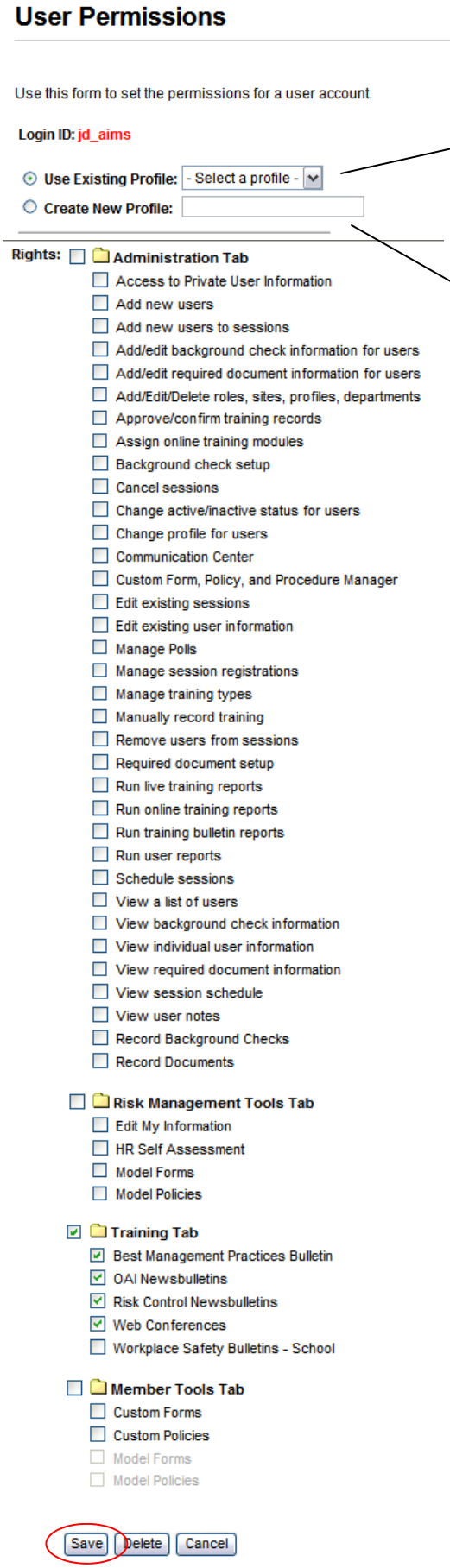
3. You will see a list of all the users that are in the system as well as what type of profile they have access to. By clicking on any of the user's names, you are able to view and also edit any information available excluding the user's password.

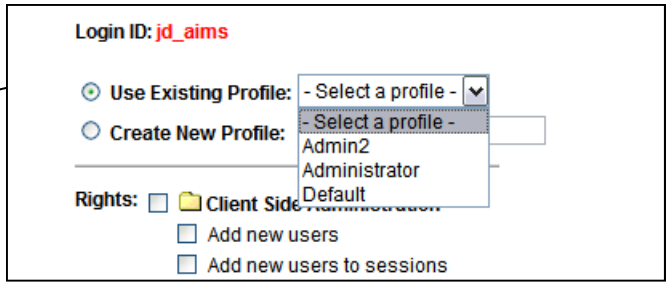

CLIC
Collective Liability Insurance Cooperative
Update My Account | Logout
Jamie Dunn
CLIC (Collective Liability Insurance Cooperative)
Risk Management Tools
Training
Member Tools
Administration
System Administration
Users
Profiles
Buildings
Departments
Roles
Communication Center
System Setup
Training Administration
Training Bulletins
Online Training Courses
Live Training
Reports
Users
Search
Add New User
Show Inactive Users
A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | ALL
Displaying records 1 - 14 of 14
Last Name | First Name | User ID | User Profile
Bolek | Barry | bbolek@dist113.org | Administrator
Chilcote | Ron | chilcotr@sbcglobal.net | Training
Crotty | Angela | acrotty@msd143.s-cook.k12.il.us | Training
Dada | Yasmine | yasmine.dada@d128.org | Training
Dunn | Jamie | jd_clic | Administrator
Glowiak | Luke | lglowiak@syc427.org | Training
Goers | Donald | goersd@newtrier.k12.il.us | Training
Harkin | William | wharkin@aol.com | Training
Maciaszek | Janelle | jm_clic | Administrator
Michelini | Mark | mmichelini@d125.org | Training
O' Connell | Jeff | joconnell@lphs.org | Training
Peck | Maggie | mpeck@syc427.org | Administrator

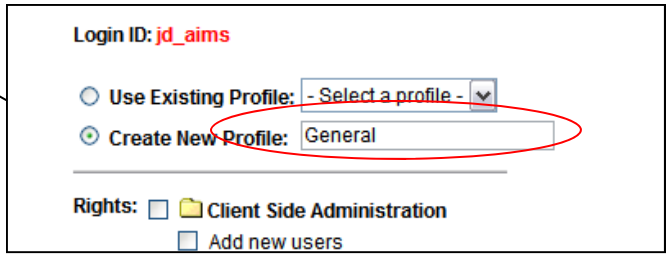
4. To add a new user click "Add New User." Fill in the information required and click "Continue."



5. When this box is checked, it will automatically send the new user the account information.







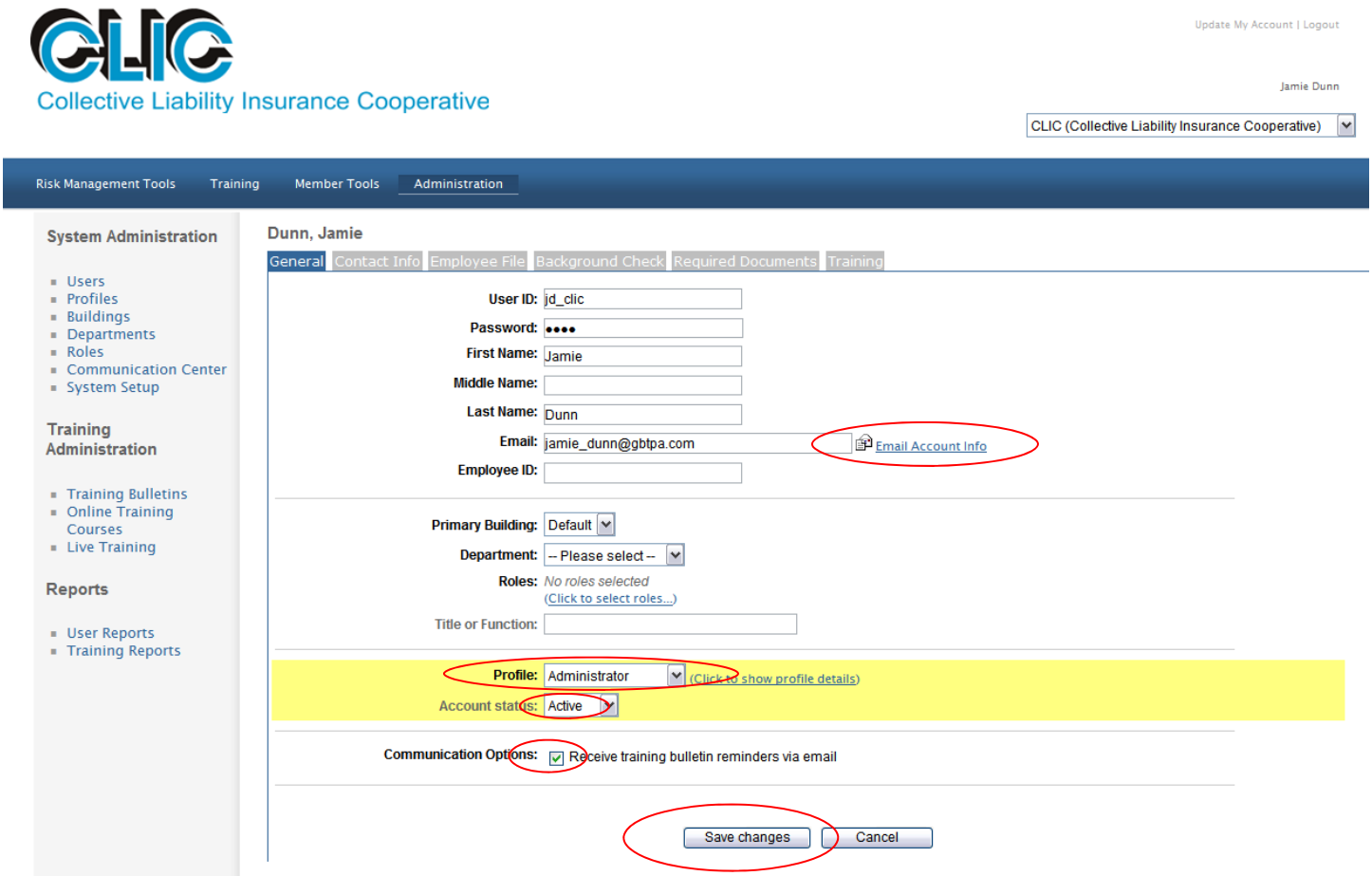
6. The next step is to select a profile type. You may choose one that already exists or create a new profile.

   * If you are creating a new profile, click 'Create New Profile' and give that new profile a name in the space provided. After you have saved the new profile type, it will remain in the system available to choose for a profile type.

7. After choosing or creating the appropriate profile, click "Save."

Users
Search
Add New User
Show Inactive Users
jd_aims was successfully added.
A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | ALL
Displaying records 1 - 8 of 8
Last Name
First Name
User ID
User Profile

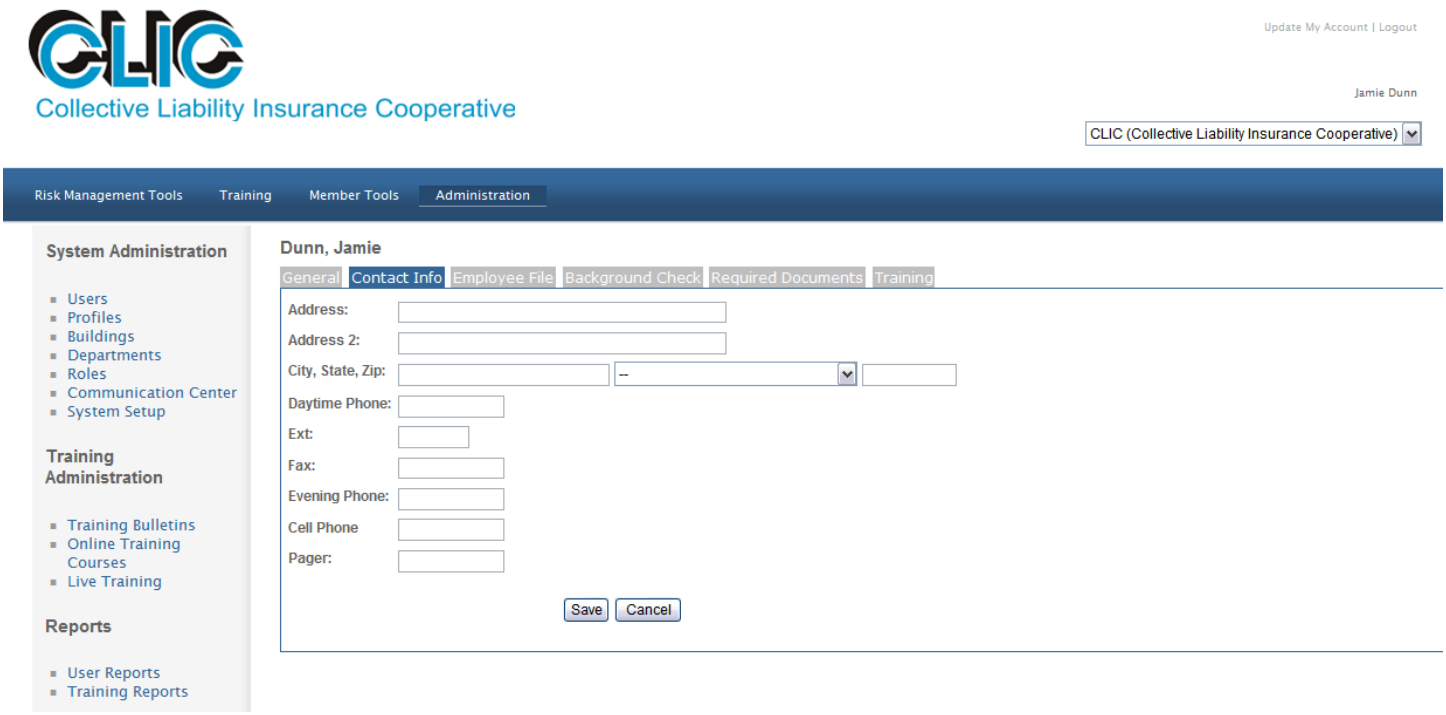
8. After saving the new profile, the system will confirm that the new user has been added.



General -
In this screen you are able to...

- email a user their account information by clicking "Email Account Info."
- change what type of profile a user has.
- make a user "Inactive."
- enable or disable the option to send training bulletin reminders.

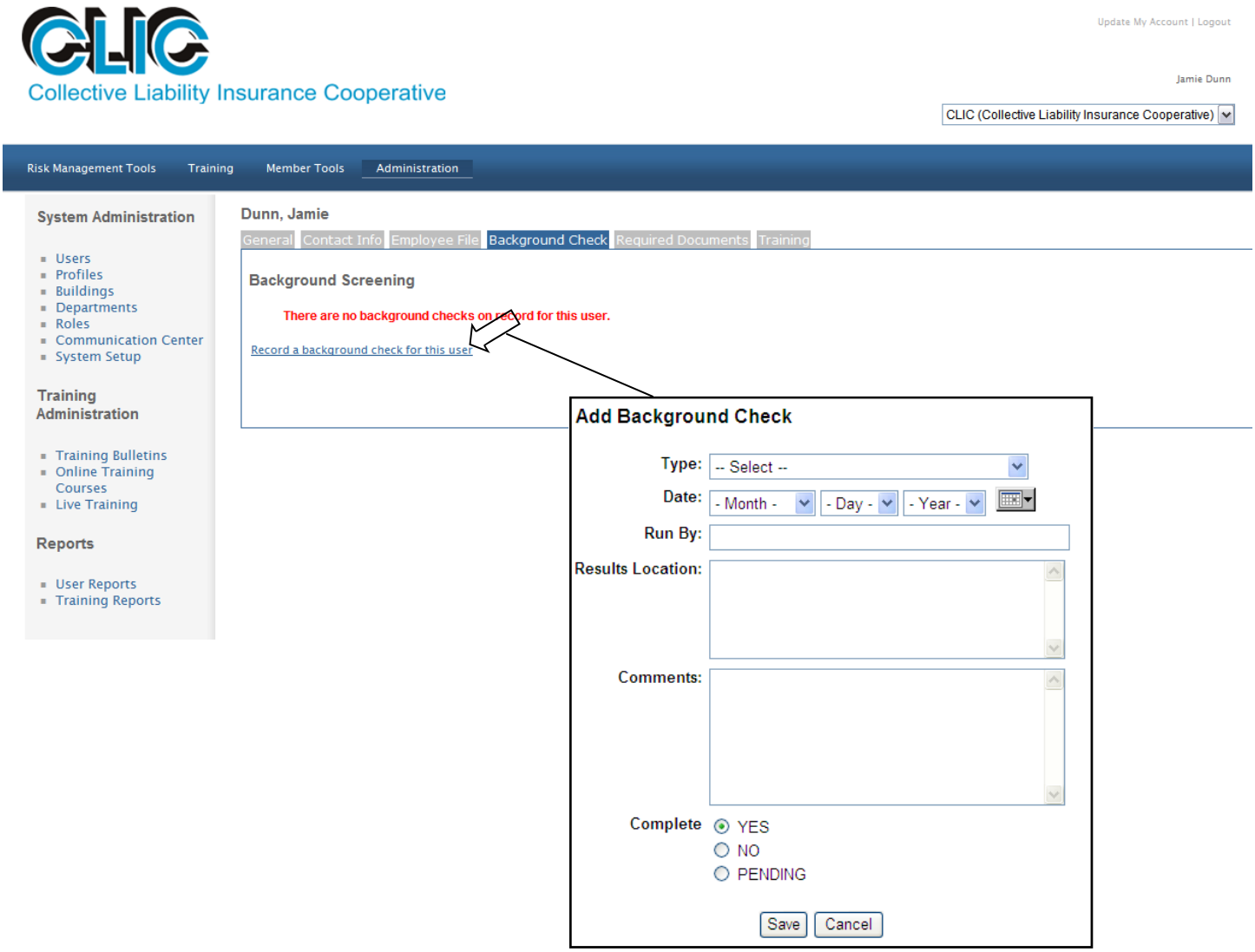
* Make sure after you make the necessary changes you click "Save Changes."



Contact Info -
In this screen you are able to…

- enter or update the contact information for the user.

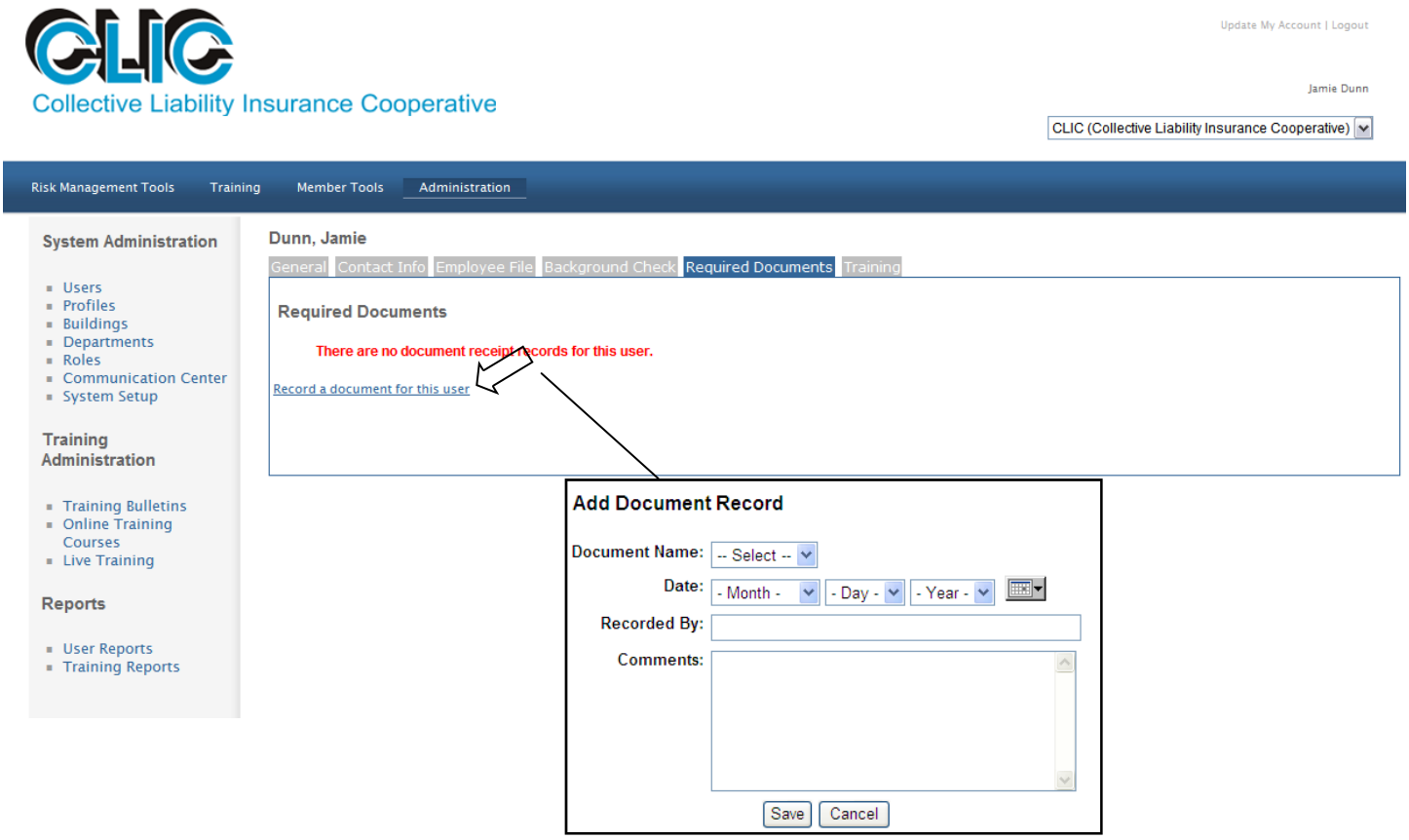
* Make sure after you make the necessary changes you click “Save.”



Background Screening -
In this screen you are able to…

- view background checks.

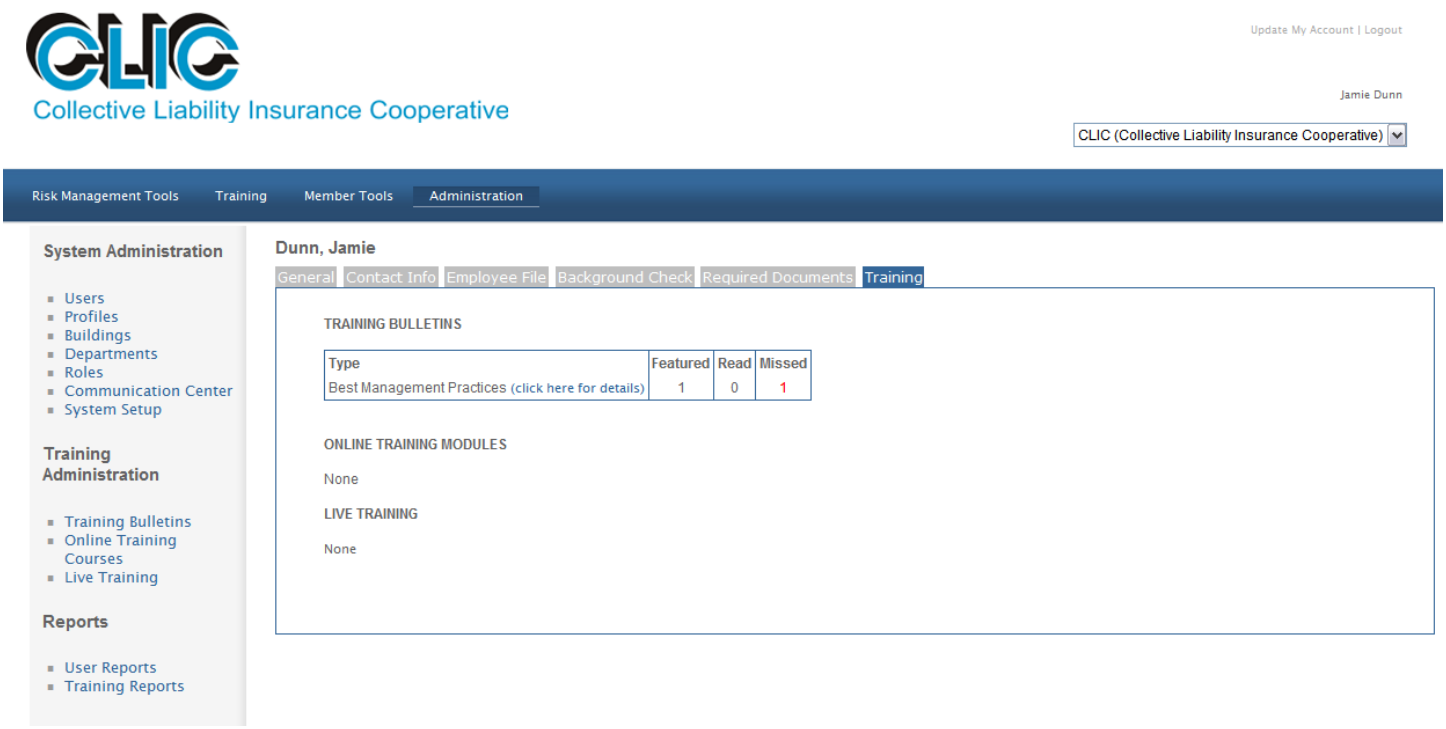
* Make sure after you make the necessary changes you click “Save.”
(To add types of background checks, see page 30.)



Required Documents -
In this screen you are able to…

- view documents that a particular user has viewed. (This is just documentation that the user has view the required document.)

*Make sure after you make the necessary changes you click "Save."
(To add types of required documents, see page 31.)

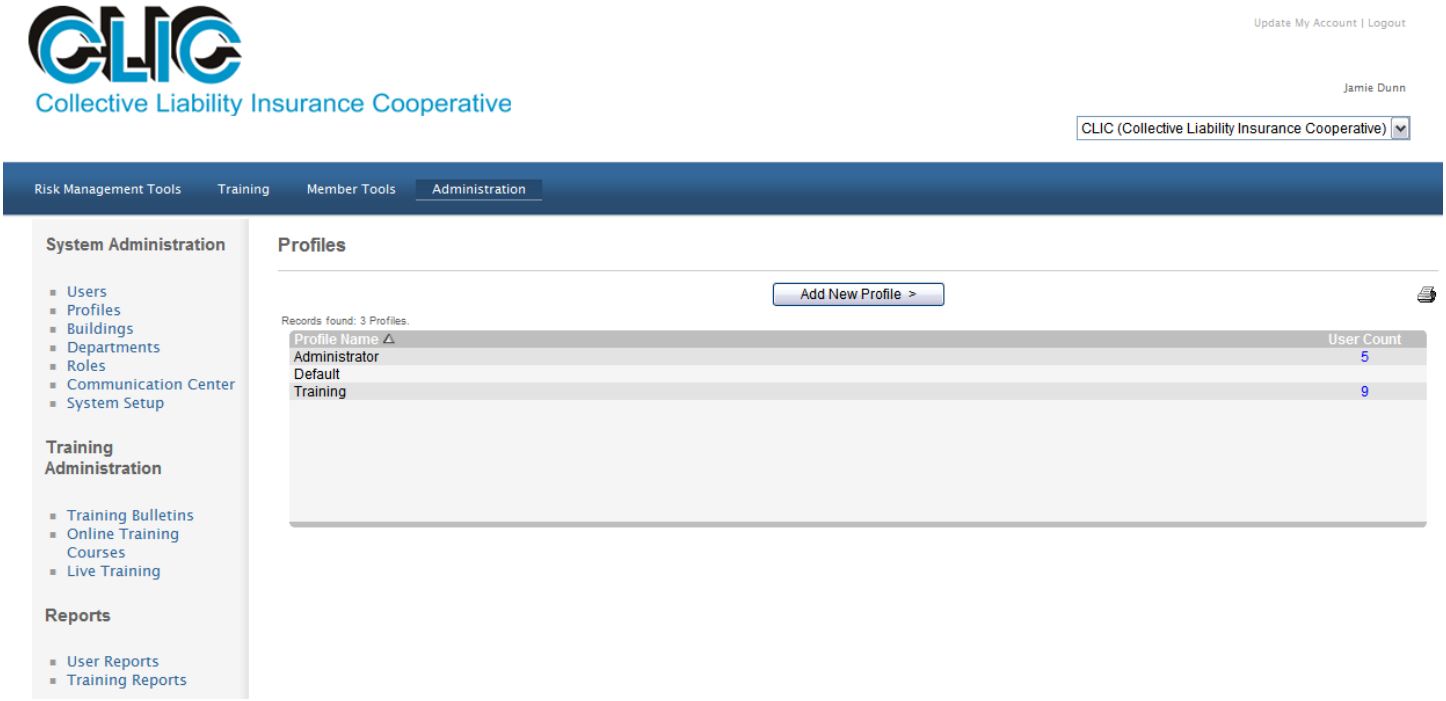


Training -
In this screen you are able to...

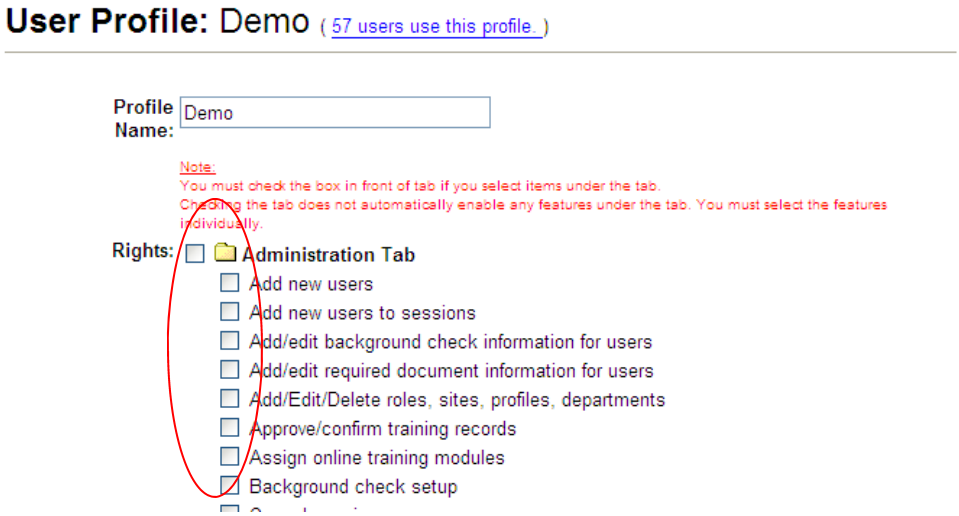
- view the different training bulletins, online training modules and live training that has been assigned.
- view what the user has completed and what day they were completed.
- view if that user has missed any training.

Profiles

1. Click on the 'Administration' tab at the top of the page.
2. Then in the grey vertical side bar, click "Profiles."



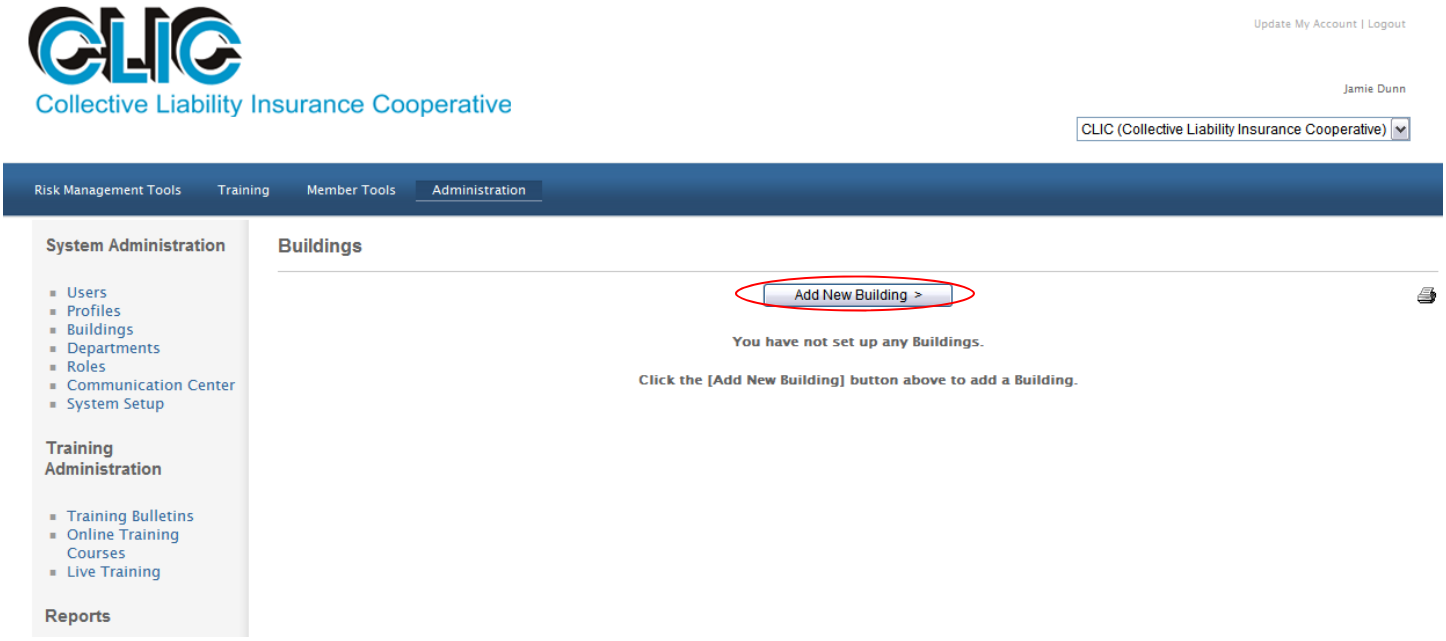
3. You will then be able to view all of the different profile types that have been set up. It also shows you how many people are set up under each profile type.
4. You may adjust an existing profiles abilities by clicking on the profile name.


User Profile: Demo (57 users use this profile.)
Profile Name: Demo
Note:
You must check the box in front of tab if you select items under the tab.
Checking the tab does not automatically enable any features under the tab. You must select the features individually.
Rights:
Administration Tab
Add new users
Add new users to sessions
Add/edit background check information for users
Add/edit required document information for users
Add/Edit/Delete roles, sites, profiles, departments
Approve/confirm training records
Assign online training modules
Background check setup

5. In the next screen, you are shown the different options available. Click or unclick any that you would like to change. Make sure to "Save" when you are finished.

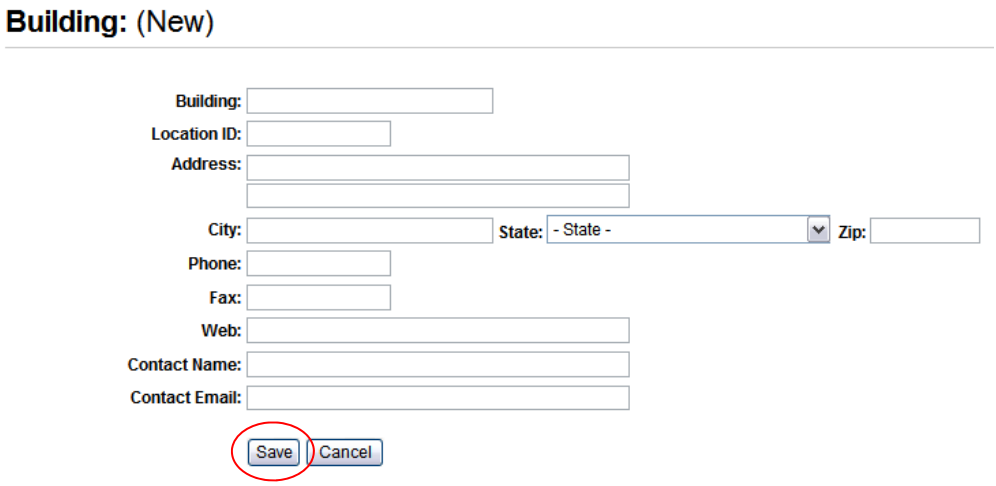
Buildings

1. Click on the 'Administration' tab at the top of the page.
2. Then in the grey vertical side bar, click "Buildings."



3. Here, you are able to add different buildings. The benefit of this is not only to know what location a user is from, but you are also able to make a training assignment or send a message to all the members at one particular building.

4. To edit the information of an existing building (name change or address change), click on the name of the location you would like to edit.

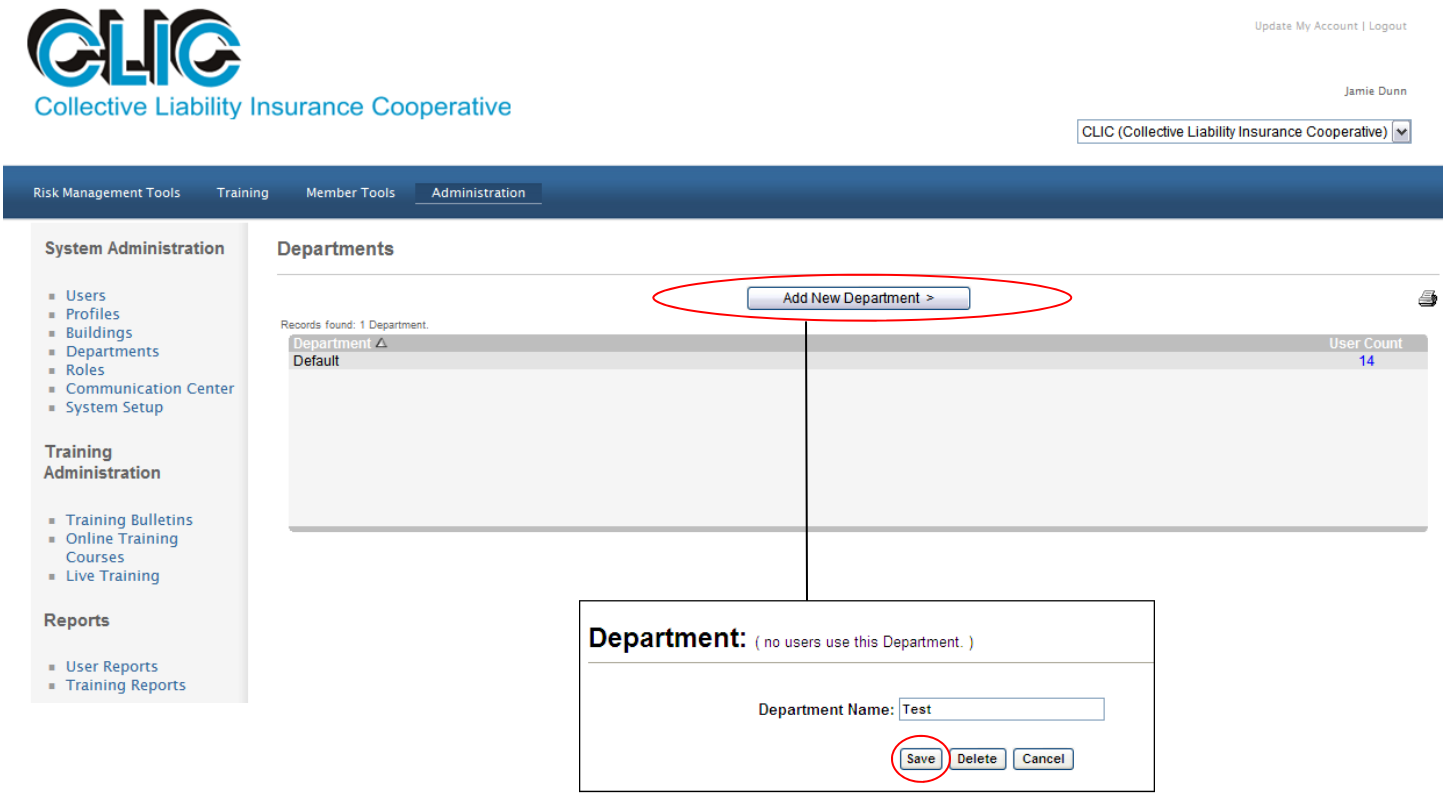


5. Make the changes necessary and click "Save."

6. To remove a building, Click on the name of the building you would like to remove and click "Delete."

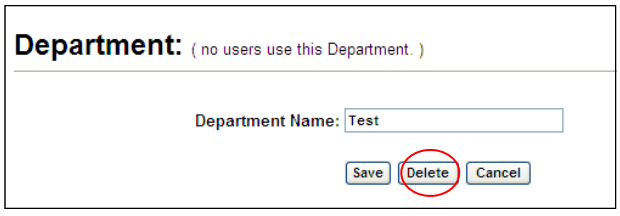
Departments

1. Click on the 'Administration' tab at the top of the page.
2. Then in the grey vertical side bar, click "Departments."



3. Here, you are able to add different departments. The benefit of this is to be able to make a training assignment or send a message to all the members in one department at once.

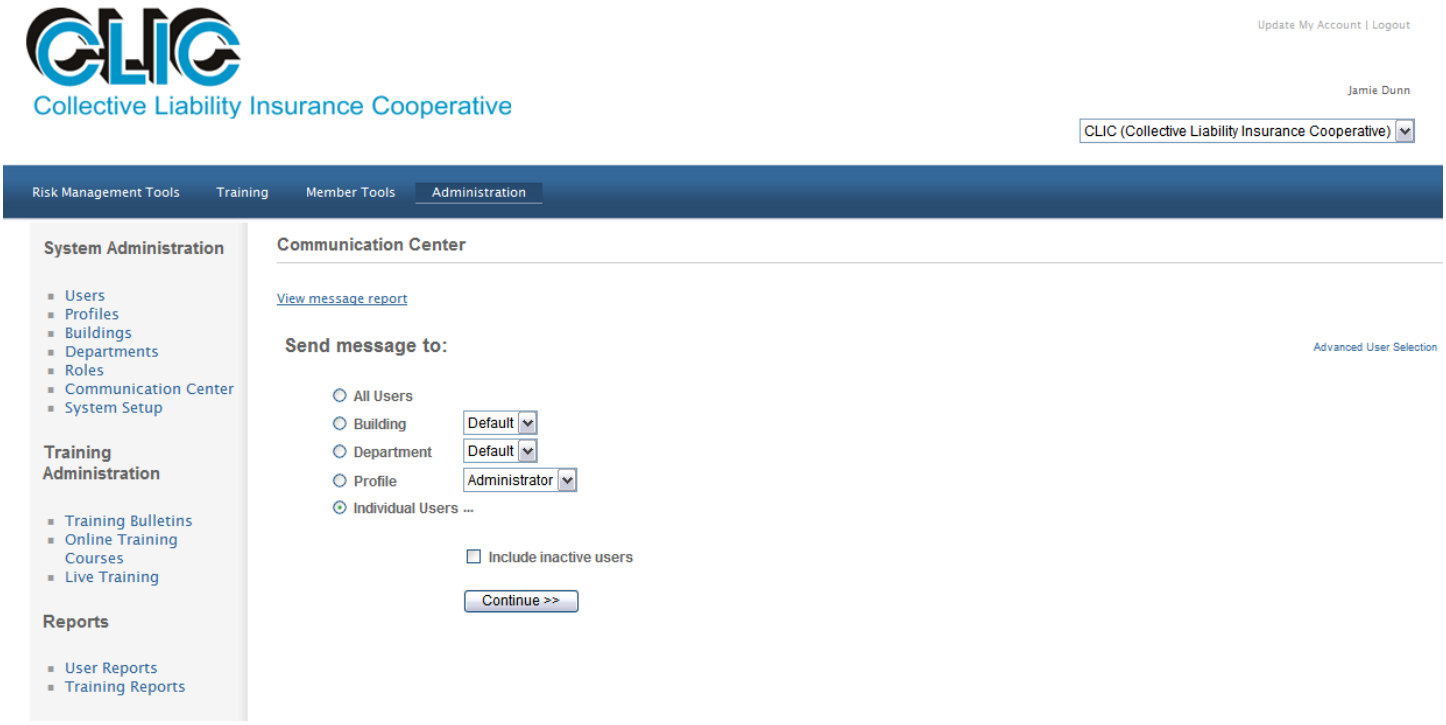
4. To add a department, click "Add New Department," type in the name of the department and click "Save."



5. To remove a department, click on the name of the department you would like to delete and click "Delete."

Communication Center

1. Click on the 'Administration' tab at the top of the page.
2. Then in the gray vertical side bar, click "Communication Center."

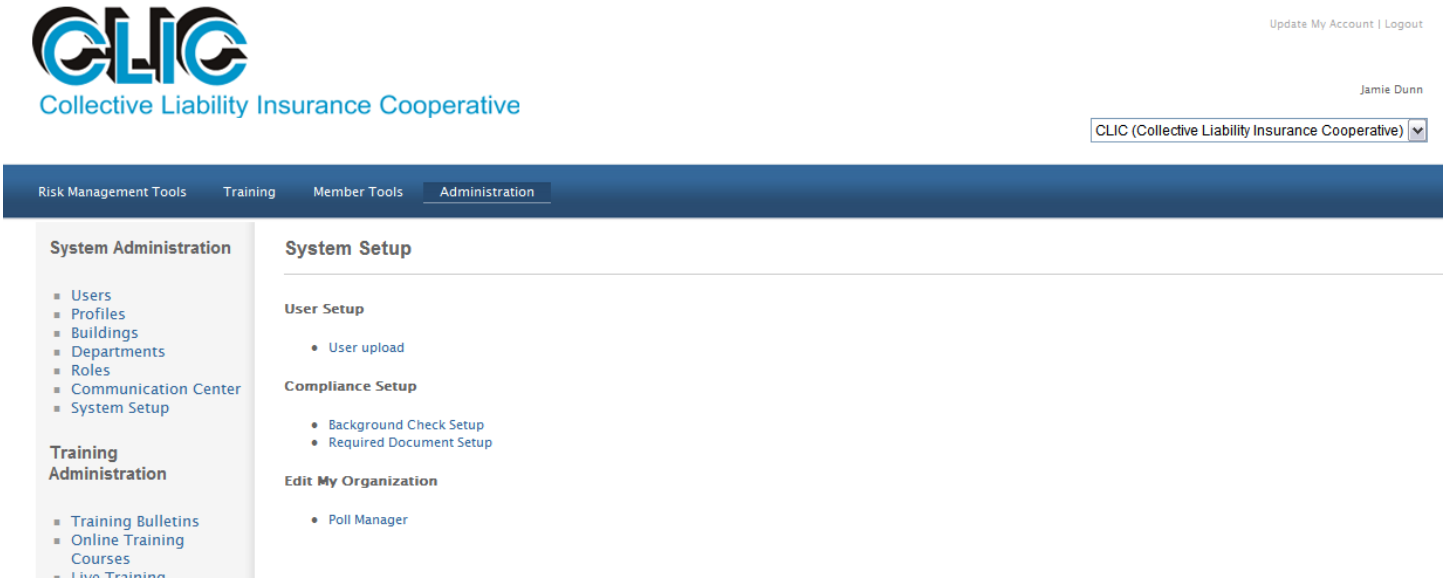


3. To send a message, select who you want the message to go to.

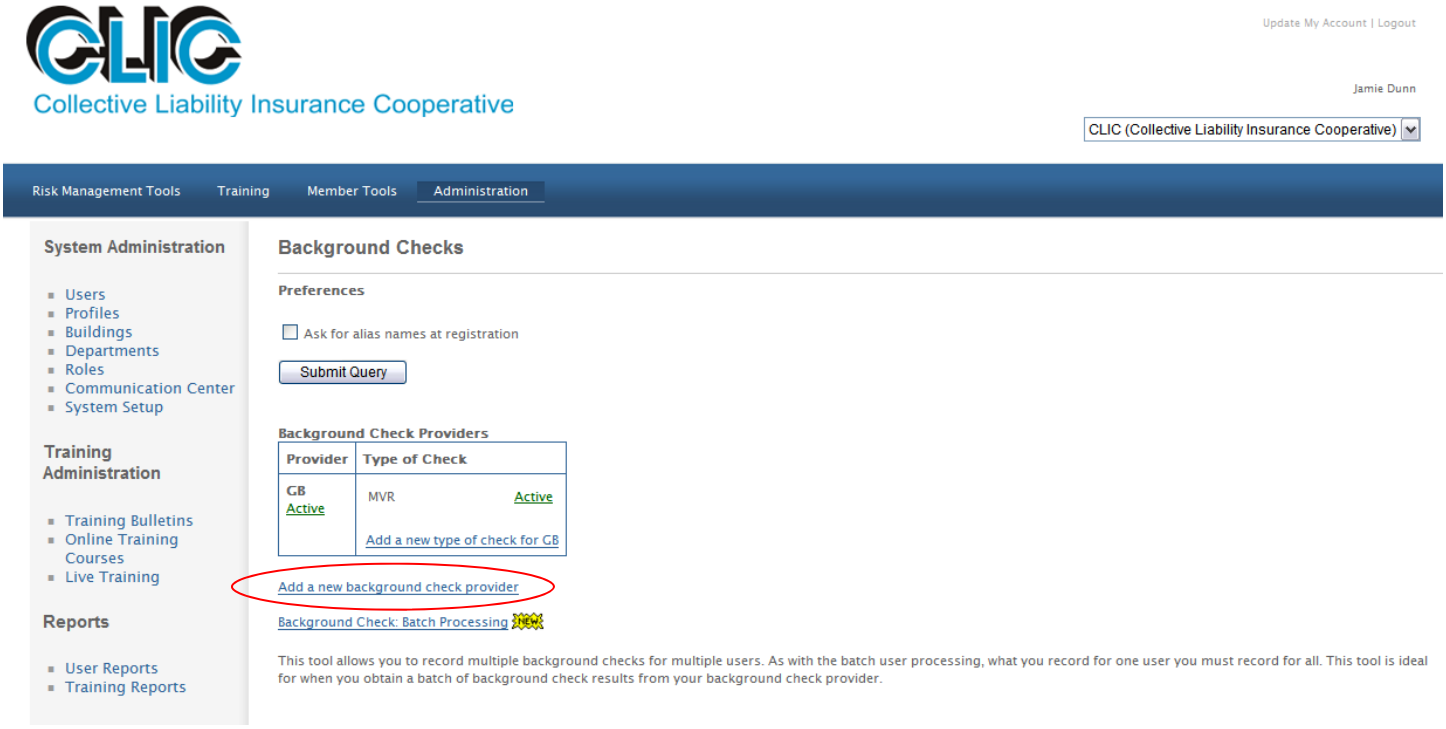
4. Enter your subject, type in your message and click "Send Message."

System Setup

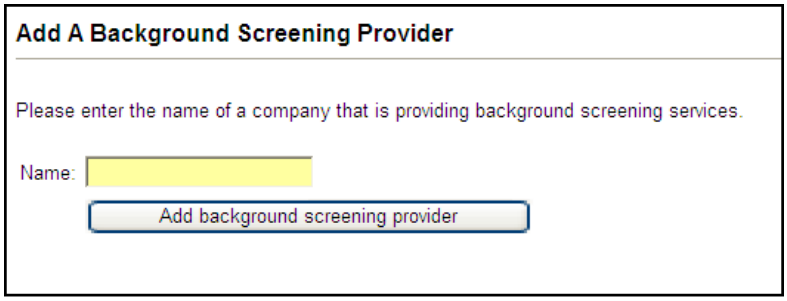
1. Click on the 'Administration' tab at the top of the page.
2. Then in the grey vertical side bar, click "System Setup."



3. Background Check Setup - Click 'Background Check Setup.'

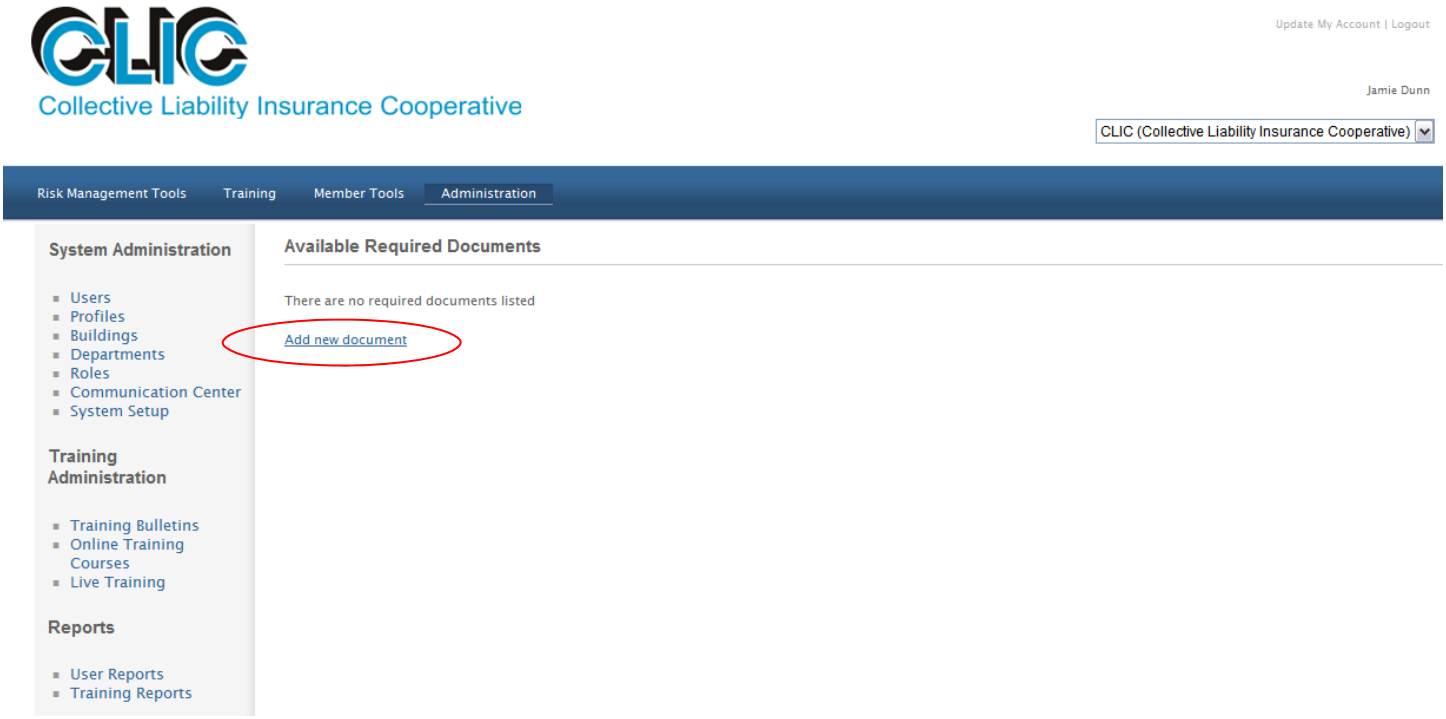


To add a new provider, Click 'Add a new background check provider.'

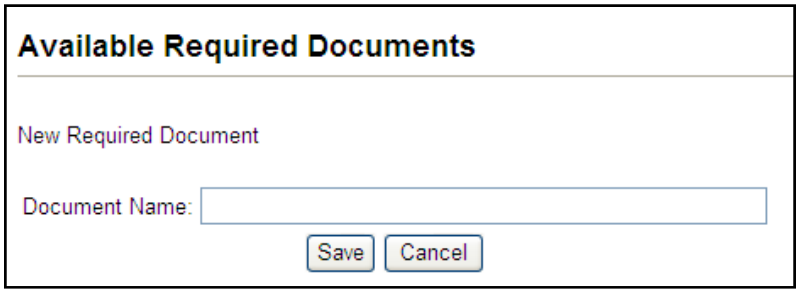

Add A Background Screening Provider
Please enter the name of a company that is providing background screening services.
Name:
Add background screening provider

Then type in the name of the company and click 'Add background screening provider.' You will now see this as an option under Background Checks for individual users. (See page 23.)

4. Required Document Setup - Click 'Required Document Setup.'

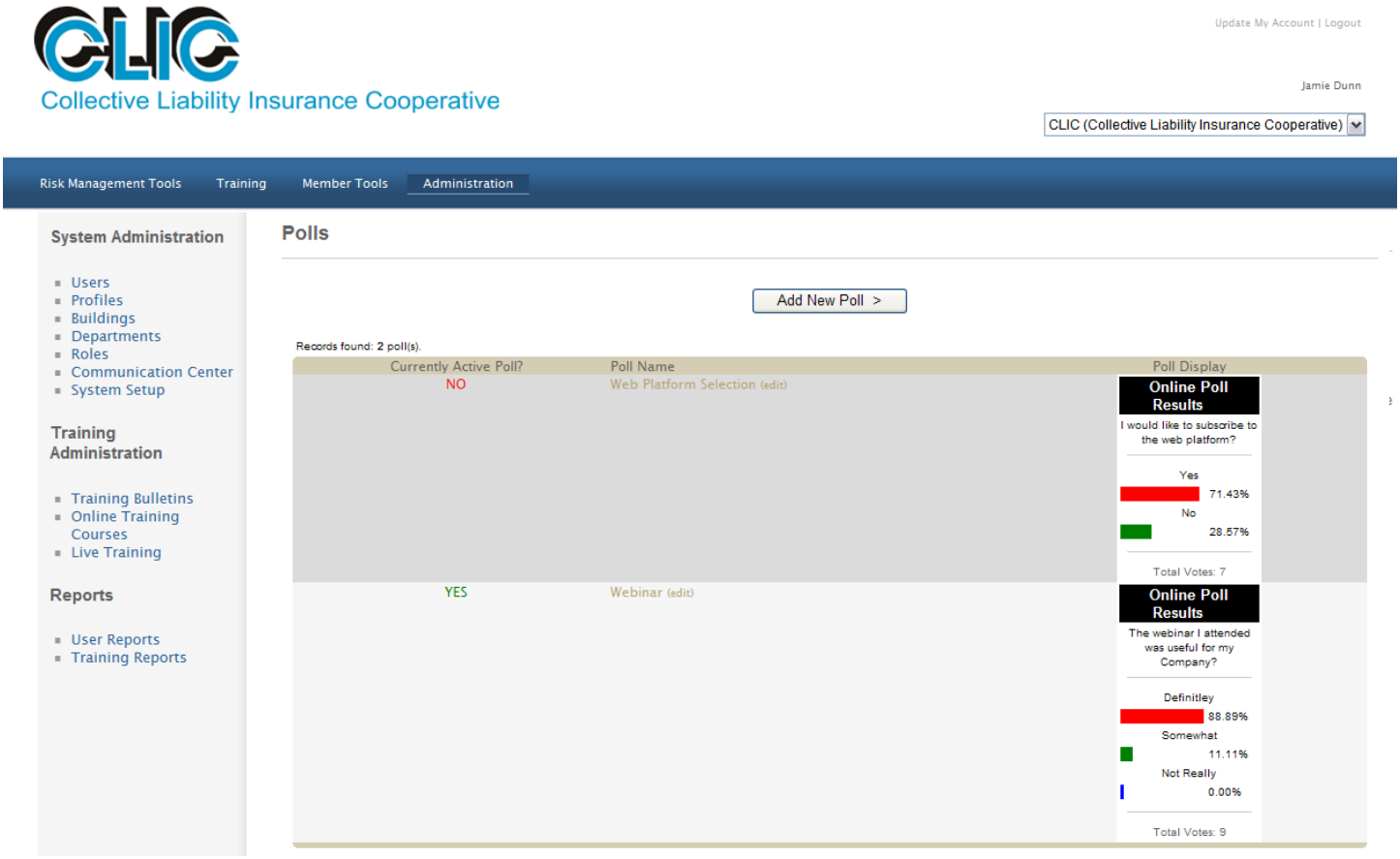


To add a new document, Click 'Add new document.'

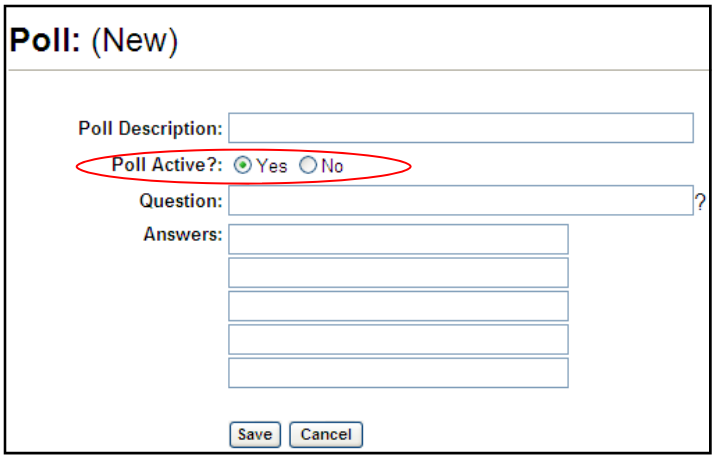


Then type in the name of the document and click 'Save.' You will now see this as an option under Required Documents for individual users. (See page 24.)

6. Poll Manager - Click 'Poll Manager.'



Click 'Add New Poll.'

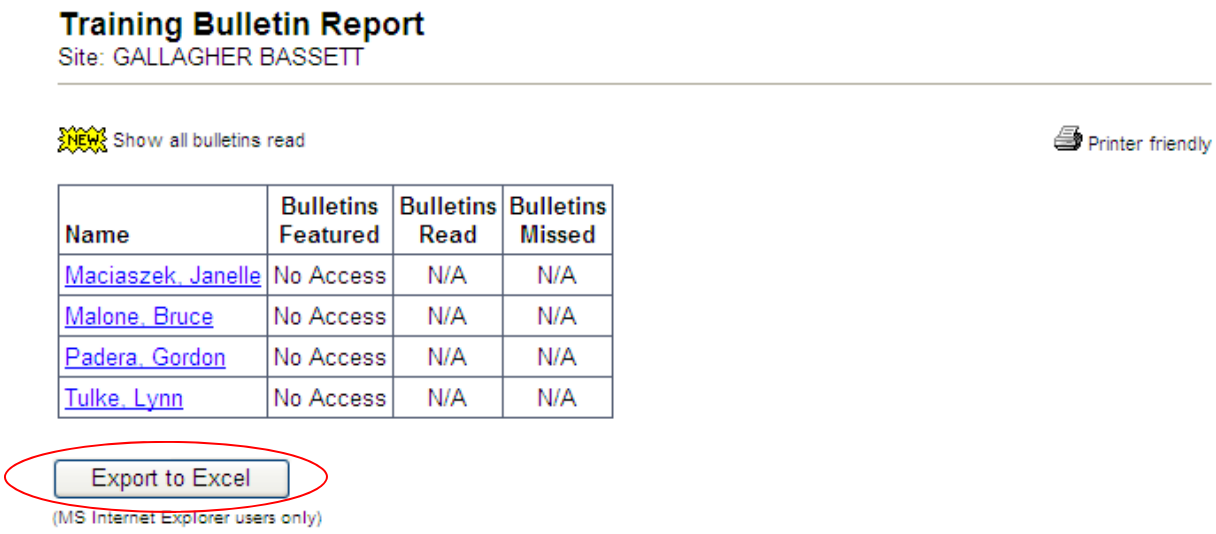


Fill in the required fields. If the poll is active it will show up on the Risk Management Tools page.

Training Bulletins

1. Click on the 'Administration' tab at the top of the page.
2. Then in the grey vertical side bar, click "Training Bulletins."

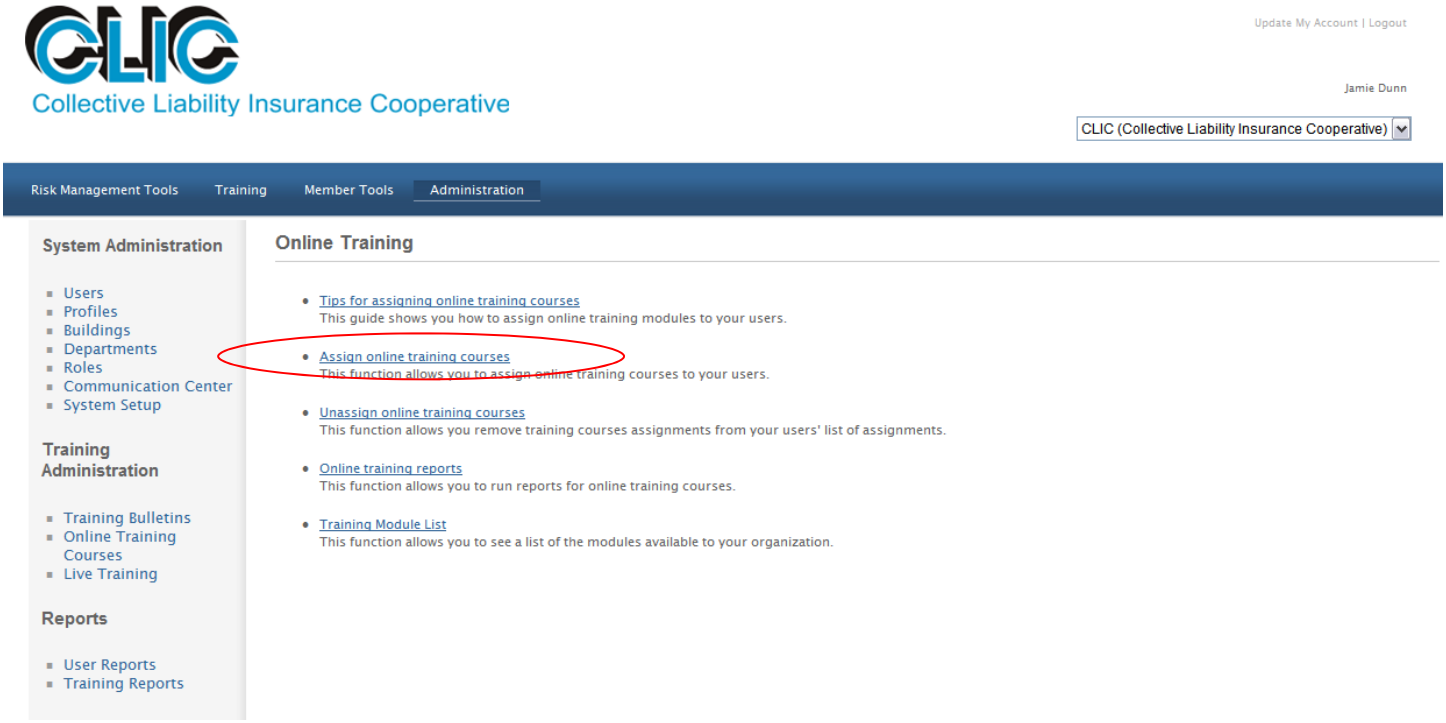
3. Choose what users (by choosing them individually or by Site, Department or Profile) you would like to view a report on.



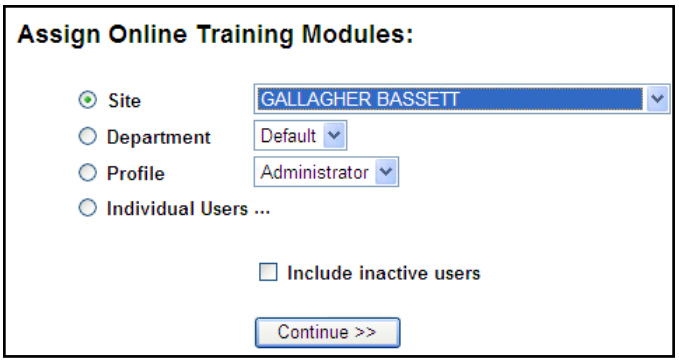
4. Then you will be able to view the report for the users chosen. Click on the user's name to see the users information. You also have the option to export the report to Excel.

Online Training Courses

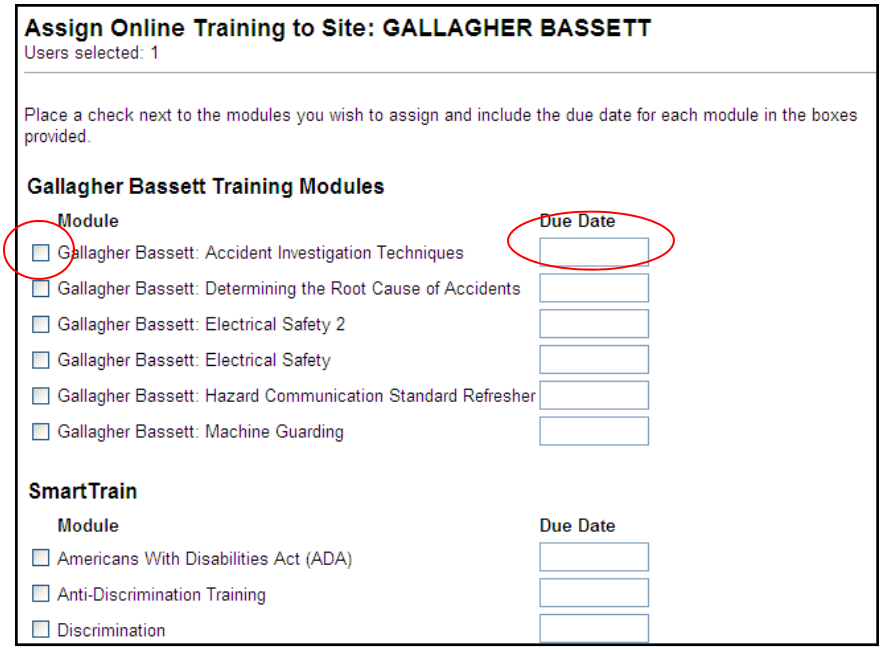
1. Click on the 'Administration' tab at the top of the page.
2. Then in the grey vertical side bar, click "Online Training Courses."


Collective Liability Insurance Cooperative
Update My Account | Logout
Jamie Dunn
CLIC (Collective Liability Insurance Cooperative)
Risk Management Tools
Training
Member Tools
Administration
System Administration
Users
Profiles
Buildings
Departments
Roles
Communication Center
System Setup
Training Administration
Training Bulletins
Online Training Courses
Live Training
Reports
User Reports
Training Reports
Online Training
Tips for assigning online training courses
This guide shows you how to assign online training modules to your users.
Assign online training courses
This function allows you to assign online training courses to your users.
Unassign online training courses
This function allows you remove training courses assignments from your users' list of assignments.
Online training reports
This function allows you to run reports for online training courses.
Training Module List
This function allows you to see a list of the modules available to your organization.

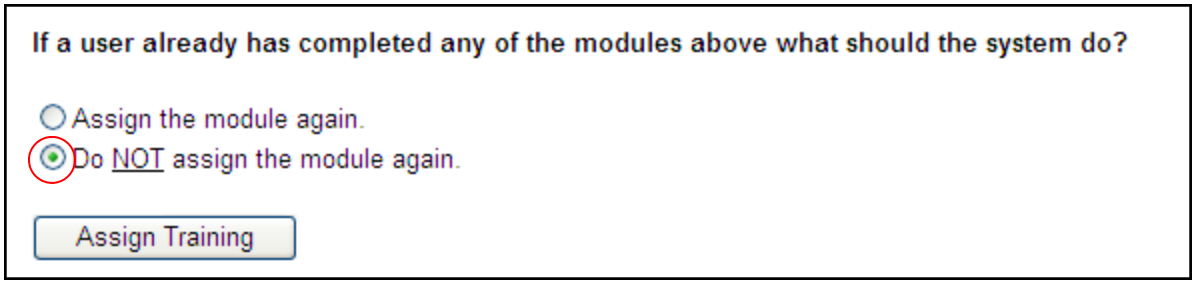
3. Assign online training courses - Click 'Assign online training courses'.



Next, choose what users (by choosing them individually or by Site, Department or Profile) you would like to assign Online Training Module(s) to.

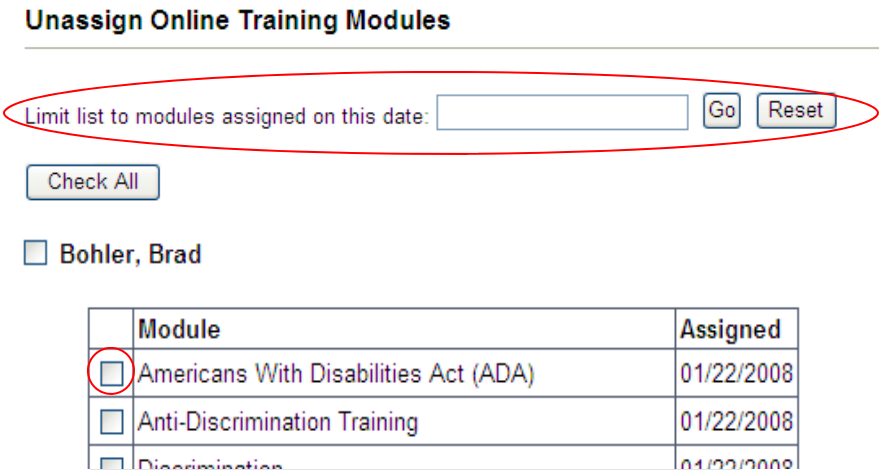

Assign Online Training to Site: GALLAGHER BASSETT
Users selected: 1
Place a check next to the modules you wish to assign and include the due date for each module in the boxes provided.
Gallagher Bassett Training Modules
Module
Due Date
Gallagher Bassett: Accident Investigation Techniques
Gallagher Bassett: Determining the Root Cause of Accidents
Gallagher Bassett: Electrical Safety 2
Gallagher Bassett: Electrical Safety
Gallagher Bassett: Hazard Communication Standard Refresher
Gallagher Bassett: Machine Guarding
SmartTrain
Module
Due Date
Americans With Disabilities Act (ADA)
Anti-Discrimination Training
Discrimination

Choose what Online Training Modules you would like to assign by checking the box on the left. You may also enter a Due Date at this time as well.


If a user already has completed any of the modules above what should the system do?
Assign the module again.
Do NOT assign the module again.
Assign Training

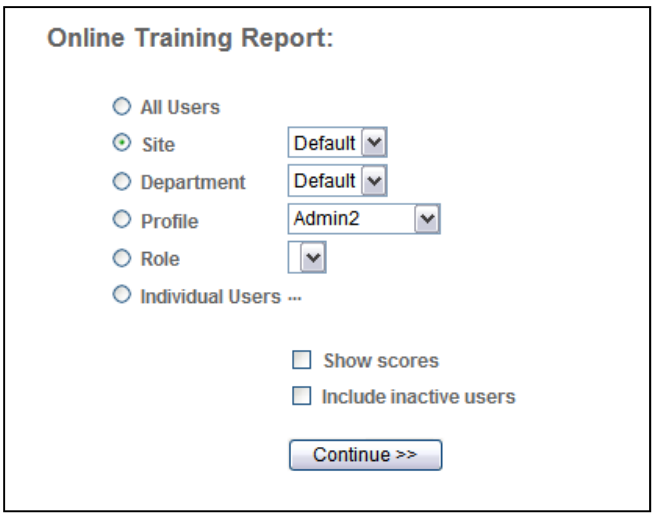
Scroll all the way to the bottom to click "Assign Training." To ensure that you do not assign the training module more than once, you have the option to click 'Do NOT assign the module again.'

3. Unassign online training modules - Click 'Unassign online training modules'.

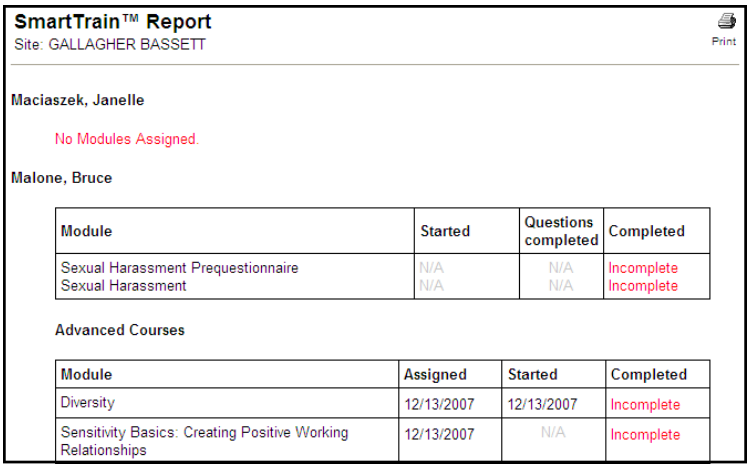


Choose what Online Training Modules you would like to unassign by checking the box on the left. You may also enter a date to narrow down your search.

3. Online Training Reports - Click 'Online Training Reports'.



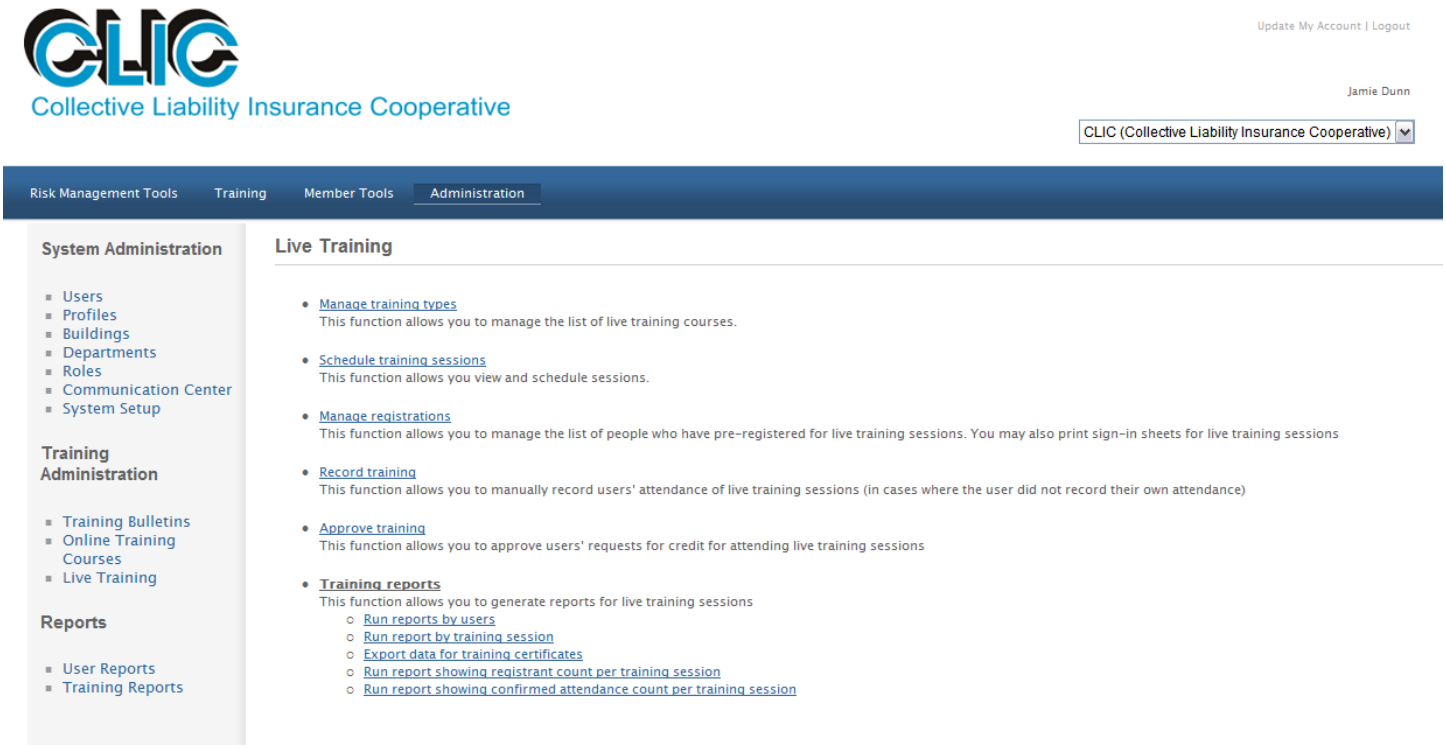
Choose what users you would like a report on (by choosing them individually or by Site, Department or Profile).



You will then see a detailed report of what was completed and what is still to be completed.

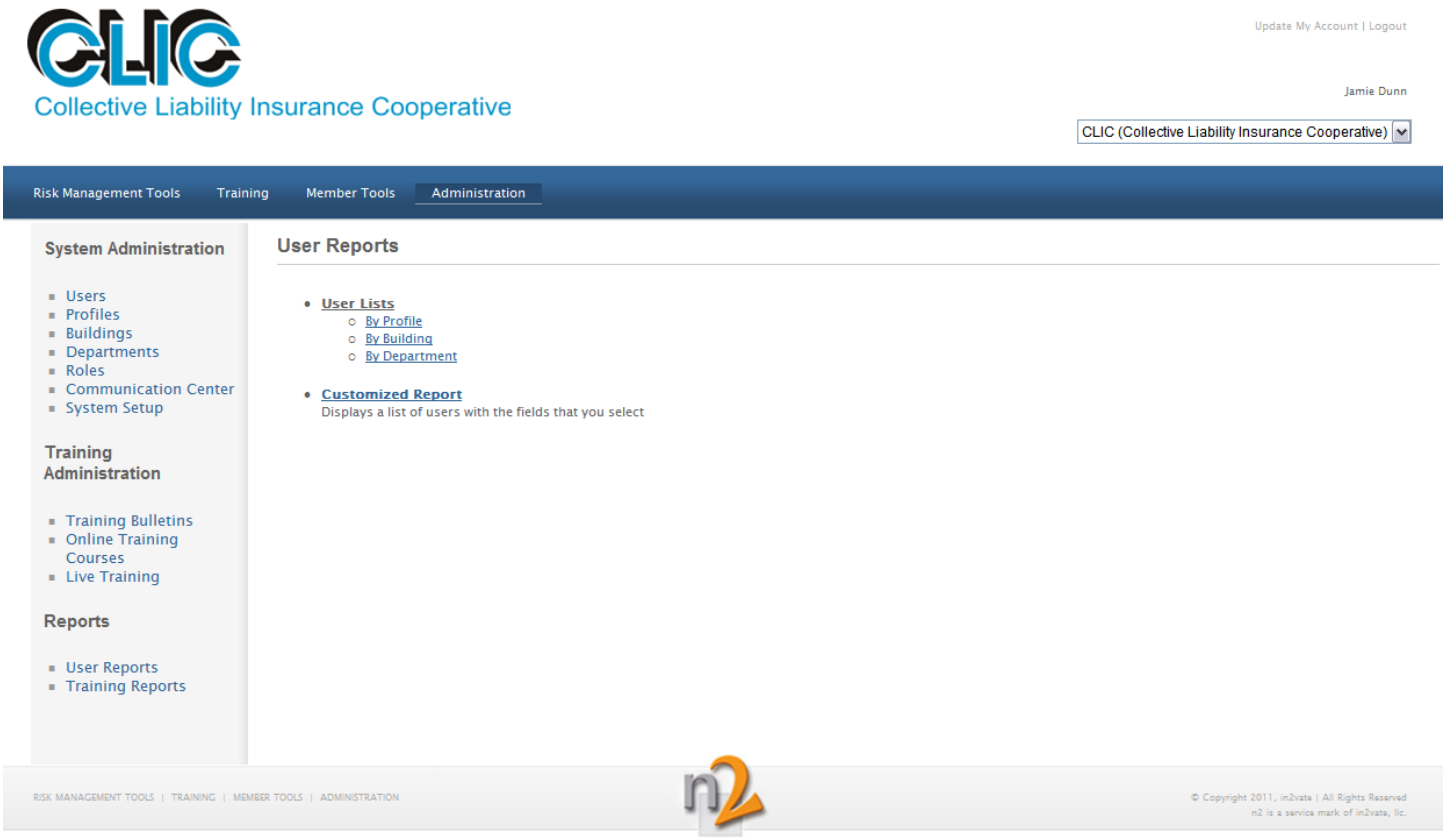
Live Training

1. Click on the 'Administration' tab at the top of the page.
2. Then in the grey vertical side bar, click "Live Training."


Collective Liability Insurance Cooperative
Update My Account | Logout
Jamie Dunn
CLIC (Collective Liability Insurance Cooperative)
Risk Management Tools
Training
Member Tools
Administration
System Administration
Users
Profiles
Buildings
Departments
Roles
Communication Center
System Setup
Training Administration
Training Bulletins
Online Training Courses
Live Training
Reports
User Reports
Training Reports
Live Training
Manage training types
This function allows you to manage the list of live training courses.
Schedule training sessions
This function allows you view and schedule sessions.
Manage registrations
This function allows you to manage the list of people who have pre-registered for live training sessions. You may also print sign-in sheets for live training sessions
Record training
This function allows you to manually record users' attendance of live training sessions (in cases where the user did not record their own attendance)
Approve training
This function allows you to approve users' requests for credit for attending live training sessions
Training reports
This function allows you to generate reports for live training sessions
Run reports by users
Run report by training session
Export data for training certificates
Run report showing registrant count per training session
Run report showing confirmed attendance count per training session

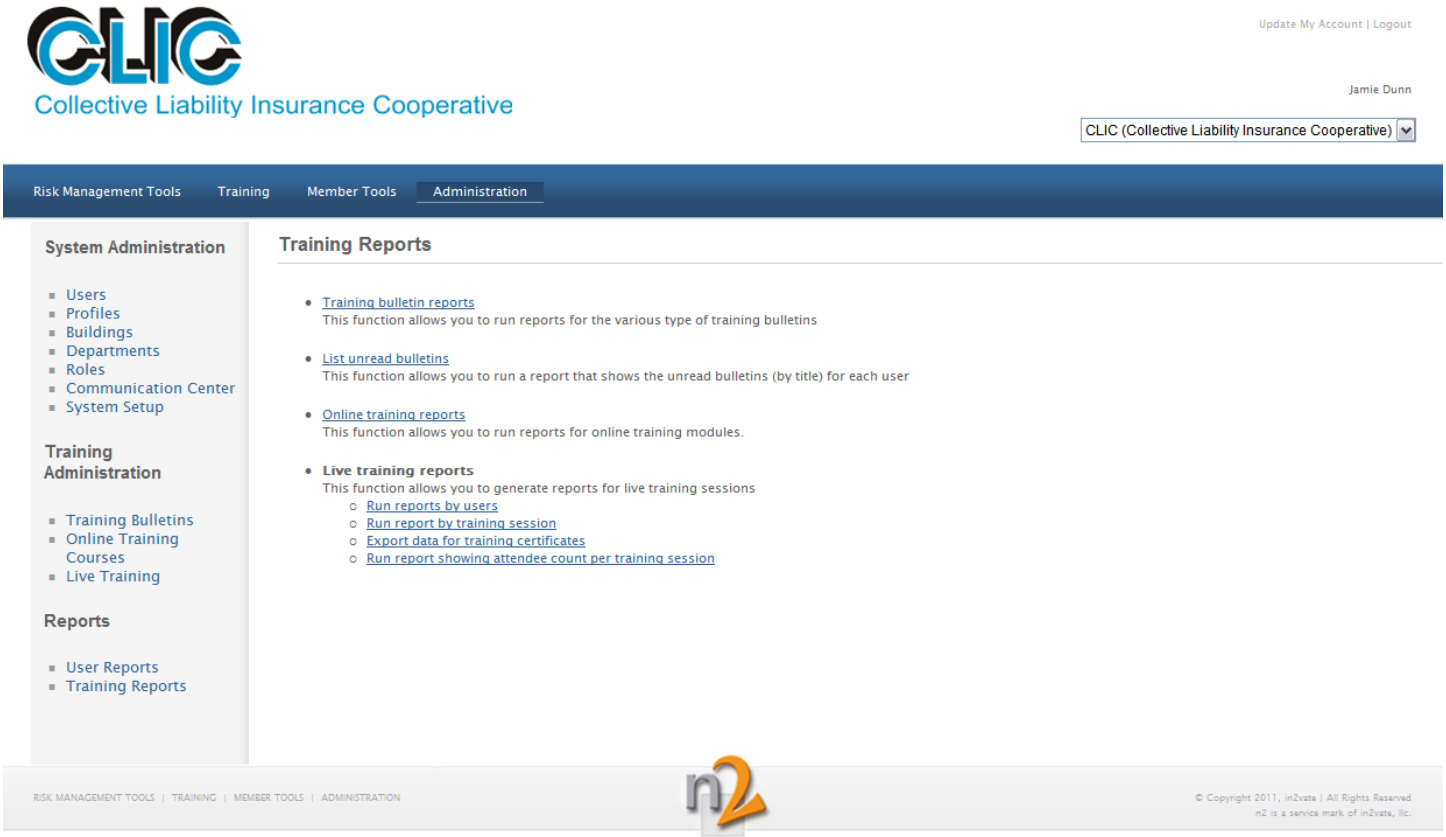
User Reports

1. Click on the 'Administration' tab at the top of the page.
2. Then in the grey vertical side bar, click "User Reports."



Training Reports

1. Click on the 'Administration' tab at the top of the page.
2. Then in the gray vertical side bar, click "Training Reports."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Reports
User Reports
Training Reports
Training Reports
Training bulletin reports
This function allows you to run reports for the various type of training bulletins
List unread bulletins
This function allows you to run a report that shows the unread bulletins (by title) for each user
Online training reports
This function allows you to run reports for online training modules.
Live training reports
This function allows you to generate reports for live training sessions
Run reports by users
Run report by training session
Export data for training certificates
Run report showing attendee count per training session
RISK MANAGEMENT TOOLS | TRAINING | MEMBER TOOLS | ADMINISTRATION
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